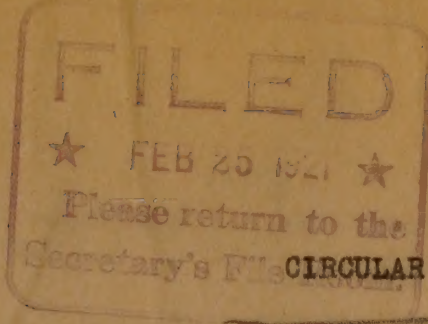




File Copy

February 23, 1921.

Civil Service requirements in connection with temporary appointments to scientific, technical and professional positions.

For the information and guidance of officers of the Department, there is quoted below a letter from the Civil Service Commission which is self-explanatory:

"Attention is invited to the following requirement in connection with temporary appointments to scientific, technical and professional positions, which will become effective on March 1, 1921:

"When a request is received by the Commission for filling scientific, technical or professional positions from registers maintained by the Commission, for which qualifications have not already been prescribed, the Department or independent establishment making the request will be required to submit to the Commission a statement of the requisite qualifications. If it is found that there is no suitable register of eligibles from which to make certification nor eligibles whose papers can be rerated, upon authorization of the Commission, to secure eligibles with proper qualifications, and the approval of a temporary appointment is desired, the Department or independent establishment shall submit to the Commission Form 375, properly executed, or other sworn statement by the proposed temporary appointee, showing his or her education, training and experience. Temporary appointments will not be authorized by the Commission unless the person or persons appear to have the required qualifications.

"The same procedure will be followed by District Secretaries, if the position is under the district system, and the registers are maintained by them. In every case where the designation is a new one, the prerequisites submitted must be reasonable.

"This requirement must be observed when the position to be filled is a permanent one but does not apply to appointments

...with temporary appointments to positions, ...
...for the institution and in terms of effect of the institution.
...there is noted below a letter from the Civil Service Commission dated 12/1/51.

Attention is invited to the fact that the ...
...section with temporary appointments to positions, ...
...positions, which will become effective on 12/1/51.

When a review is required by the Commission ...
...for filling positions, technical or professional ...
...positions from which are maintained by the Commission ...
...mission, for which positions have not already ...
...been prescribed, the Commission will be required to ...
...establishment making the request will be required to ...
...to submit to the Commission a statement of the ...
...also qualifications. It is further stated that ...
...no valid basis of eligibility for such ...
...make certification for eligibility for such ...
...be required, upon authorization of the Commission, ...
...to secure clearance with proper classification ...
...and the approval of a temporary appointment is ...
...first, the Commission on Information Management ...
...shall submit to the Commission a statement of the ...
...excepted, for other reasons, by the Commission ...
...Commission may also be required to submit a statement ...
...training and experience. Temporary appointments ...
...will not be authorized by the Commission unless ...
...the person in question must have the required ...
...qualifications.

The same procedure will be followed in the ...
...first consideration of the matter on a basis of ...
...classification system and the Commission will be ...
...in the event of a temporary appointment ...
...the Commission will be required to submit a statement ...
...reasons.

This statement may be obtained upon request ...
...is a statement of the Commission dated 12/1/51.

for purely temporary job employment under section 4 of Civil Service Rule VIII.

"The Commission believes that this requirement will result in permanent benefit to the Departments and establishments and the Government service in general, in that it will tend to raise the standard of the employees of the service by permitting the temporary appointment of only persons who meet the requirements of positions, as previously specified by the Departments and establishments.

"For the purpose of making clear what the Commission considers a scientific, technical or professional position, it is held that when the prerequisites for filling a position provide for education, training or experience other than that of the recognized mechanical trades, the position will be considered as coming under one of these three classes. If the Department or independent establishment is in doubt as to the classification of a position in this respect, the requirement should be followed.

"Departments and independent establishments will not be embarrassed by unnecessary delay on the part of the Commission in handling temporary appointments, as evidenced by the application of this same requirement to thousands of appointments made during the war emergency under the Executive Order of March 26, 1917. Such appointments were handled expeditiously and the Commission sees no reason why temporary appointments may not be passed upon within a period of twenty-four hours from the time they are received in this office.

"District Secretaries will be fully advised regarding this requirement and will be requested to notify all appointing officers under their jurisdiction who make requisitions directly upon the District Secretary. It is requested that the Departments and establishments inform all nominating officers and employees concerned, both in Washington, D. C., and outside of Washington, D. C., that beginning March 1, 1921, this requirement be strictly observed."

The purpose of the Civil Service Commission is to ascertain that temporary appointees are eligible to compete in the examination for the position which they occupy temporarily pending a certification of eligibles. In other words, if the prerequisites of an examination require a college degree and so many years experience in a special line of work, the temporary appointee in that position shall have such prescribed qualifications before

for purely temporary job employment under section 4 of Civil Service Rule VIII.

"The Commission believes that this requirement will result in permanent benefit to the Department and establishments and the Government service in general, in that it will tend to raise the standard of the employees of the service by permitting the temporary appointment of only persons who meet the requirements of positions, as previously specified by the Department and establishments.

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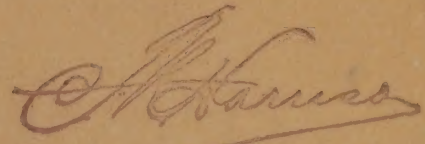
"Department and independent establishments will not be embarrassed by unnecessary delay on the part of the Commission in handling temporary appointments, as evidenced by the application of this same requirement to thousands of appointments made during the war emergency under the Executive Order of March 25, 1917. Such appointments were handled expeditiously and the Commission sees no reason why temporary appointments may not be passed upon within a period of twenty-four hours from the time they are received in this office.

"District Secretaries will be fully advised regarding this requirement and will be requested to notify all appointing officers under their jurisdiction who make requisitions directly upon the District Secretary. It is requested that the Department and establishments inform all nominating officers and employees concerned, both in Washington, D. C., and outside of Washington, D. C., that beginning March 1, 1921, this requirement be strictly observed."

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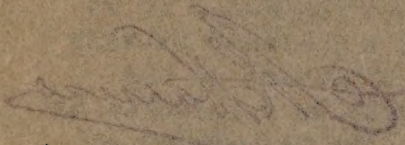
his appointment will be approved by the Civil Service Commission. The necessary qualifications should be shown on Form 375 which must in each case accompany the recommendation for temporary appointment. Recommendations should be submitted in ample time in order that the question of prior approval may be taken up with the Civil Service Commission. This requirement is effective on and after March 1, 1921.

Secretary's File Room
(Signed)



Assistant to the Secretary.

his appointment will be approved by the Civil Service Commission. The necessary qualifications should be shown on Form 375 which must in each case accompany the recommendation for temporary appointment. Recommendations should be submitted in ample time in order that the question of prior approval may be taken up with the Civil Service Commission. This requirement is effective on and after March 1, 1961.



Assistant to the Secretary

DEPARTMENT OF AGRICULTURE
UNITED STATES DEPARTMENT OF AGRICULTURE
DIVISION OF PUBLICATIONS
WASHINGTON

PUBLICATIONS
OFFICE OF INFORMATION

EXHIBITS
MOTION PICTURES

January 19, 1921.

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES:

Subject: Additional copies of duplicated circulars.

The suggestion has been made that it would be of service to the Department if a convenient method were developed for making available to the various bureaus additional copies, as needed, of Comptroller's Decisions, Department memoranda, etc.

In order to meet this need with a minimum of additional work and expense, hereafter this Division will receive and hold orders for extra copies of the mimeograph and multigraph work above mentioned for a period of ten days following the date of issuance of the memoranda, at which time one additional run will be made, to supply all the necessary copies. Under this plan no further quantity orders can be filled except in unusual circumstances. The regular requisition blank for duplicating work should be used. Orders for extra copies, of course, should be limited to the actual needs of the offices concerned.

This arrangement will prove a convenience to the Department and at the same time will reduce the pressure of work in our duplicating unit, caused by the placing of numerous orders for small lots of the type of circular referred to, necessitating a separate run in each case.

John L. Cobbs Jr.,
Chief of Division.

UNITED STATES DEPARTMENT OF AGRICULTURE

DIVISION OF PUBLICATIONS

WASHINGTON

BUREAU OF INFORMATION
DIVISION OF INVESTIGATIONEXHIBIT
SECTION 100-10000

January 15, 1921

MEMORANDUM FOR CHIEF OF BUREAU AND DIVISION

Subject: Additional copies of documents distributed

The investigation has been made that it would be of service to the Department of a convenient method now being developed for making available to the various bureaus additional copies, as needed, of Congressional Decisions, Reports of Commissions, etc.

In order to keep this body with a minimum of expenditure work and expense, herewith this Division will continue and hold orders for extra copies of the manuscript and printing work above mentioned for a period of one year following the date of issuance of the manuscript, at which time the manuscript will be made to supply all the necessary copies. Under this plan no further quantity orders can be filled except in unusual circumstances. The regular reproduction plant for duplicating work should be used. Orders for extra copies, of course, should be limited to the actual needs of the office concerned.

This arrangement will prove a convenience to the Department and at the same time will reduce the pressure of work in the duplicating unit, caused by the placing of numerous orders for small lots of the type of circular referred to, necessitating a separate run in each case.

John L. Cope, Jr.,
Chief of Division

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 2, 1921.

67
CIRCULAR NO. 339

Physical Condition of Former Employees
Recommended for Reinstatement.

FILE
P. L. GLADMON.

Attention is invited to the following copy of a letter from the
Civil Service Commission dated March 26, 1921:

"In view of the Executive order of June 2, 1920, designed to prohibit recommendation for reinstatement of former employees for the purpose of conferring upon them the benefits of the Retirement Act of May 22, 1920, the Commission will not feel warranted in issuing a certificate authorizing reinstatement of a person who has had not less than fifteen years of service, until it is officially stated in connection with the request for its certificate that the person proposed for reinstatement is physically qualified to perform the duties of the position to which his reinstatement is proposed.

"The reason for requiring such statement in connection with the proposed reinstatement of a person who has served not less than fifteen years is that such person though not of retirement age has served sufficiently long to be retired upon annuity because of total disability.

"To expedite action upon requests for certificates it is suggested that the statement should be made in requests."

In recommending the reinstatement of a former employee who has served not less than fifteen years the Chief of Bureau shall state in the recommendation for reinstatement that the person proposed for reinstatement is physically qualified to perform the duties of the position to which his reinstatement is recommended. This information is necessary in order that such a statement may be incorporated in the Department's request on the Civil Service Commission for a certificate authorizing reinstatement.

A. J. Fitts

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 5, 1921

DIVISION NO. 22

Special Division of General Employees
Recommended for Appointment

FILE
P. L. GLADMON

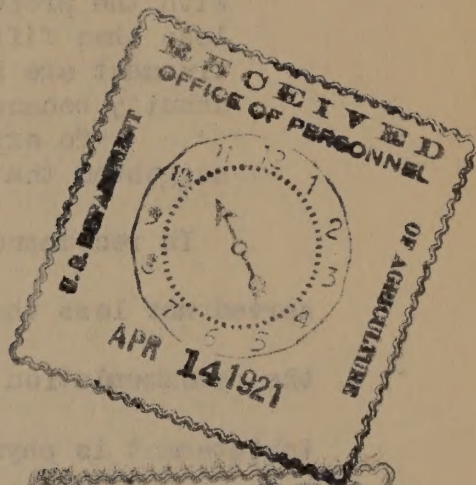
Attention is invited to the following copy of a letter from the

Civil Service Commission dated March 20, 1921:

"In view of the Executive Order of June 2, 1920, de-
signed to provide for the reclassification of former
employees for the purpose of determining their status
of the act of June 2, 1920, the Commission will not
be required to issue a certificate of appointment
of a person who has not been fifteen years of service,
until it is officially stated in connection with the request for
the certificate that the person proposed for reclassification is
physically qualified to perform the duties of the position to
which his appointment is proposed.
The reason for requiring such statement is to protect
the proposed reclassification of a person who has served and
for fifteen years is that such person should not be re-
classified unless he is physically qualified to perform the
duties of the position to which he is proposed to be appointed.
The statement should be made in response."

Regarding the reclassification of a former employee who has
not been fifteen years the Chief of Bureau will state in
the request for reclassification that the person proposed for re-
classification is physically qualified to perform the duties of the posi-

tion to which his appointment is recommended. This information is
to be included in the request for reclassification in the
form of the Civil Service Commission for a certificate



UNITED STATES CIVIL SERVICE COMMISSION

C-gjc

WASHINGTON, D.C.

March 26, 1921.

Ret. #19.

PHYSICAL CONDITION OF FORMER EMPLOYEES PROPOSED FOR
REINSTATEMENT.

To Heads of Departments, Branches and Offices:

" In view of the Executive order of June 2, 1920, designed to prohibit recommendation for reinstatement of former employees for the purpose of conferring upon them the benefits of the Retirement Act of May 22, 1920, the Commission will not feel warranted in issuing a certificate authorizing reinstatement of a person who has had not less than fifteen years of service, until it is officially stated in connection with the request for its certificate that the person proposed for reinstatement is physically qualified to perform the duties of the position to which his reinstatement is proposed.

The reason for requiring such statement in connection with the proposed reinstatement of a person who has served not less than fifteen years is that such person though not of retirement age has served sufficiently long to be retired upon annuity because of total disability.

To expedite action upon requests for certificates it is suggested that the statement should be made in requests."

By direction of the Commission:

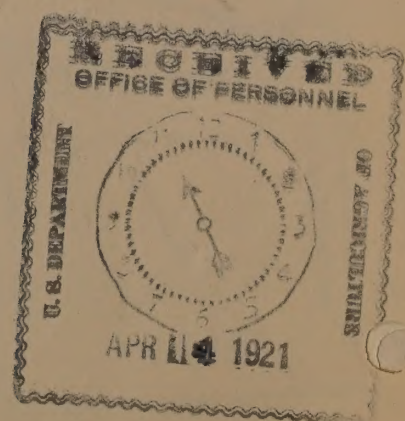
Very respectfully,

(Signed) Martin A. Morrison

President.

312

1841, 82, 10741



DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

April 2, 1921.

CIRCULAR NO. 68.

FILE
P. L. GLADMON.

Handling of Mail and Its Delivery to the Post Office Department.

At the direction of the Secretary the following memorandum is written for the information and guidance of chiefs of bureaus, divisions and offices of the Department of Agriculture:

The Postmaster General calls attention to the heavy congestion of mail at the Washington City Post Office towards the close of the business day. That office dispatches approximately 700,000 letters and postal cards, and 9,000 sacks of mail daily. Approximately 600,000 letters and cards, and other mail in proportion, are deposited between four and eight o'clock p.m., nearly all of it between four and seven o'clock.

The late afternoon congestion at the Post Office arises from the practice prevailing in Government departments of withholding the bulk of their mail until the close of the day before depositing it in the Post Office. The situation would be improved by more frequent mailings throughout the day. The Postmaster General points out that this would, in many cases, work to the advantage of the mailing office, sometimes making a difference of an entire day in the delivery of mail at destination.

This Department should cooperate in the effort of the Post Office Department to reduce the congestion. It is desired therefore that the bureaus make a vigorous effort to spread the dispatch of their mail through the day.

A record kept for a short time in the Department post office indicates that the bulk of our first-class mail dispatched daily is not great enough to make an appreciable difference in the deliveries to the post office. Much the larger proportion of the mail consists in second, third and fourth class matter, and the mailing of this matter should, and can, be distributed through the day.

In view of this situation, chiefs of bureaus, divisions and offices are requested to issue instructions so that mail such as circulars, questionnaires, pamphlets, and packages of supplies will be sacked and delivered to the loading platform or front door of

FILE
J. B. BROWN

their respective buildings in time for collection by a truck which will make regular trips for this purpose at 10 a.m., 12:00 noon, and 2:30 p.m.

No mail other than first class should be dispatched after 3:00 p.m., and all that is to go in the last delivery should be ready for the truckman not later than 2:30 p.m. Mail in process of preparation but not ready for placing on the loading platform or at the front door by 2:30 p.m., should be held in the mailing room until the next morning and dispatched on the first delivery.

H. F. Fitts

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

April 15, 1921.

CIRCULAR NO. 69

Establishment of Thirteenth Civil
Service District at Denver, Colorado.

FILE
P. L. GLADMON.

Attention is invited to the following letter from the Civil Service Commission dated February 28, 1921, establishing the Thirteenth Civil Service District at Denver, Colorado:

"The Commission has the honor to inform you that it is organizing a new civil-service district to be known as the Thirteenth United States Civil Service District, with district headquarters at Denver, Colo. The new district will comprise the States of Colorado, New Mexico, and Utah, now included in the Twelfth Civil Service District (headquarters at San Francisco) and the State of Wyoming, including the Yellowstone National Park, now included in the Eleventh Civil Service District (headquarters at Seattle). The new district organization will begin to function on or soon after April 1 next.

"The district secretary will be Mr. John G. Teicher who will have his office in the Post-Office Building at Denver.

"You are requested to inform the heads of all offices and establishments of your department in the States named regarding the organization of the new civil-service district and to inform them that until further notice they will continue to communicate with the secretary of the Twelfth Civil Service District at San Francisco or the secretary of the Eleventh Civil Service District at Seattle, as the case may be, regarding examinations and certifications for field positions for which registers are maintained by district secretaries. As soon as the date on which the actual operation of the new district will begin is determined, the district secretaries of the Eleventh and Twelfth Districts will inform nominating officials of all departments in the States affected by the change and will instruct them as to the exact date on which they should open communication with the office of the secretary of the Thirteenth Civil Service District regarding certifications for appointment and other civil service matters connected with field positions."

Appropriate instructions should be communicated to the various officials of the Department handling personnel matters with the District Secretaries in the field service.

H. J. Fitts

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 15, 1921.

CIRCULAR NO. 70

Modification of Civil Service requirements
in connection with temporary appointments to scientific, technical,
and professional positions.

(Superseding Circular No. 66).

There is quoted below for the information and guidance of officers of the Department an extract from a letter received from the Civil Service Commission:

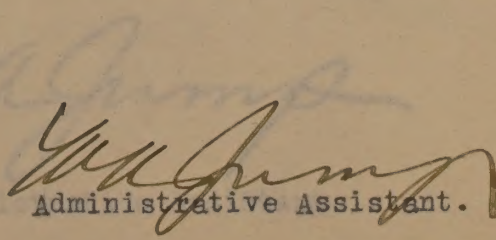
"When a request is received by the Commission for filling (permanently) a scientific, technical or professional position, for which qualifications have not already been prescribed, the Department or independent establishment making request will be required to submit to the Commission a statement of the requisite qualifications. In such case, and also in the case of such position for which qualifications have been prescribed and examinations held, if it is found that there is no suitable register of eligibles from which to make certification nor any eligibles whose papers can be rerated by authority of the Commission to secure eligibles with proper qualifications, and the approval of a temporary appointment is desired, the department or independent establishment will be required to furnish the Commission a full statement of the information on which it has based its own selection of the proposed temporary appointee, or Form 375 or 1312, properly executed by the applicant, will be considered. Temporary appointment without prior approval of the Commission after submission of the required evidence of qualifications may be made outside of Washington, D. C., only when there is urgent need of an employee. Any person thus employed, or employed with the prior approval of the Commission after statement of qualifications by the Department, must submit the application required by the Commission within thirty days after entering on duty - otherwise his

temporary appointment will automatically expire at the end of such period, unless a longer period is authorized."

The action of the Civil Service Commission in modifying the requirements in connection with temporary appointments to scientific, technical and professional positions previously outlined in the Commission's letter quoted in Circular No. 66, permits the Department to make appointments outside of Washington in above capacities pending certification of eligibles, without prior approval of the Commission (where there is urgent need for immediate employment), subject to the person employed filing within thirty days from entrance upon duty, a statement showing the requisite qualifications for the position so filled.

It will be noted that the above outlined requirements apply only to appointments pending certification of eligibles, and does not apply to appointments for purely temporary job employment under Section 4 of Rule VIII.

It should also be borne in mind that nothing in the above quoted letter of the Civil Service Commission changes in any way the standing requirements that the prior written authority of the Commission must be obtained for all temporary appointments in Washington, D. C., whether pending certification of eligibles or for purely temporary job employment.


Administrative Assistant.

Temporary appointment will automatically expire at the end of such period, unless a longer period is authorized.

The action of the Civil Service Commission in modifying the

requirements in connection with temporary appointments to scientific,

technical and professional positions previously outlined in the Com-

mission's letter quoted in Circular No. 66, permits the department to

make appointments outside of Washington in above capacities pending cer-

tification of eligibles, without prior approval of the Commission (where

there is urgent need for immediate employment), subject to the person

employed filing within thirty days from entrance upon duty, a statement

showing the requisite qualifications for the position so filled.

It will be noted that the above outlined requirements apply only

to appointments pending certification of eligibles, and does not apply

to appointments for purely temporary job employment under Section 4 of

Rule VIII.

It should also be borne in mind that nothing in the above quoted

letter of the Civil Service Commission changes in any way the standing

requirements that the prior written authority of the Commission must be

obtained for all temporary appointments in Washington, D. C., whether

pending certification of eligibles or for purely temporary job employment.

Administrative Assistant.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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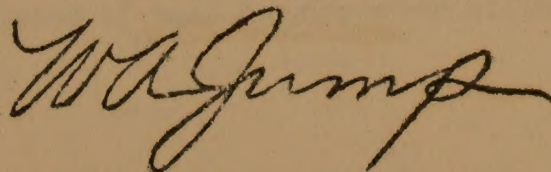
June 16, 1921.

CIRCULAR NO. 71.

FILE
P. L. GLADMAN.

Shipments of Supplies and Equipment by the War Department
on Department of Agriculture Bills of Lading.

Pursuant to recommendation of the Advisory Committee on Finance and Business Methods, in future when requisitions are made on the War Department for the transfer of supplies and equipment to this Department by freight, the bureau or office making the requisition should attach thereto Department of Agriculture bills of lading with instructions to the War Department that they be used covering the shipments. Heretofore these shipments have been moved on War Department bills of lading and the carriers in stating their accounts to the War Department have often included bills of lading that were issued to cover shipments to this Department and properly chargeable to this Department. This has made it necessary for the War Department to return the accounts to the carriers, and for the carriers to restate them, which involves a great deal of work on the part of the War Department and the carriers which will be obviated if Department of Agriculture bills of lading are used.



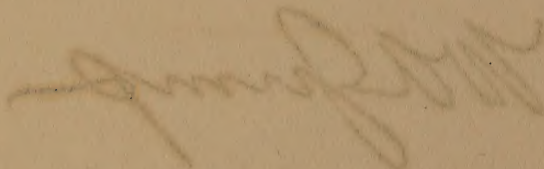
Administrative Assistant.

June 15, 1931.

CIRCULAR NO. 71.

Shipments of Supplies and Equipment by the War Department
on Department of Agriculture Bills of Lading.

Pursuant to recommendation of the Advisory Committee on
Finance and Business Methods, in future when requisitions are
made on the War Department for the transfer of supplies and equip-
ment to this Department by freight, the Bureau of Office Adminis-
tration should attach thereto Department of Agriculture
bills of lading with instructions to the War Department that they
be used covering the shipments. Hereafter these shipments have
been moved on War Department bills of lading and the carriers in
settling their accounts to the War Department have often included
bills of lading that were issued to cover shipments to this De-
partment and properly chargeable to this Department. This has
made it necessary for the War Department to return the accounts to
the carriers, and for the carriers to resubmit them, which involves
a great deal of work on the part of the War Department and the
carriers which will be avoided if Department of Agriculture bills
of lading are used.



Administrative Assistant.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 16, 1921.

CIRCULAR No. 71 .

Shipments of Supplies and Equipment by the War Department
on Department of Agriculture Bills of Lading.

Pursuant to recommendation of the Advisory Committee on Finance and Business Methods, in future when requisitions are made on the War Department for the transfer of supplies and equipment to this Department by freight, the bureau or office making the requisition should attach thereto Department of Agriculture bills of lading with instructions to the War Department that they be used covering the shipments. Heretofore these shipments have been moved on War Department bills of lading and the carriers in stating their accounts to the War Department have often included bills of lading that were issued to cover shipments to this Department and properly chargeable to this Department. This has made it necessary for the War Department to return the accounts to the carriers, and for the carriers to restate them, which involves a great deal of work on the part of the War Department and the carriers which will be obviated if ^{Department of Agriculture} ~~this department's~~ bills of lading are used.

W. A. Perry
Administrative Assistant.

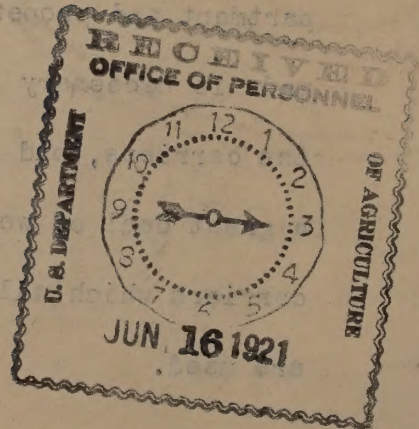
DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 16, 1921

CIRCULAR No. 71

Shipments of Supplies and Equipment by the War Department
on Department of Agriculture Bills of Lading.

Pursuant to recommendation of the Advisory Committee on
Finance and Business Methods, in future when regulations are
made on the War Department for the transfer of supplies and equip-
ment to this Department by freight, the Bureau or office making
the regulation should attach thereto Department of Agriculture
bills of lading with instructions to the War Department that they
be used covering the shipments. Hereafter these shipments have
been moved on War Department bills of lading and the carriers in
attaching their accounts to the War Department have often included
bills of lading that were issued to cover shipments to this De-
partment and are thereby chargeable to this Department. This has
caused for the War Department to return the accounts to
this Department for the carriers to rectify them, which involves
work on the part of the War Department and the
Department of Agriculture.



[Handwritten signature]
Administrative Assistant

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 16 1921.

Circular
MEMORANDUM No.

FILED
JUN 20 1921
Please return to the
Secretary's File Room.

Shipments of Supplies and Equipment by the War Department
on Department of Agriculture Bills of Lading.

*Pursuant to recommendation of the
Advisory Com on F & B m,*
In future when requisitions are made on the War Department for
the transfer of supplies and equipment to this Department by freight,
the bureau or office making the requisition ^{should} ~~will~~ attach thereto ^{& Dept of Agr} ~~this~~
~~department's~~ bills of lading with instructions to the War Department
that they be used covering the shipments. Heretofore these shipments
have been moved on War Department bills of lading and the carriers in
stating their accounts to the War Department have often included bills
of lading that were issued to cover shipments to this Department and
properly chargeable to this Department. This has made it necessary
for the War Department to return the accounts to the carriers, and for
the carriers to restate them, which involves a great deal of work on
the part of the War Department and the carriers which will be obviated
if this department's bills of lading are used.

Adm Asst.
Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 10, 1921.

MEMORANDUM FOR THE SECRETARY

Shipments of supplies and equipment by the War Department
on Department of Agriculture bills of lading.

In future when requisitions are made on the War Department for

the transfer of supplies and equipment to this Department by lading,

the Bureau or office making the requisition will attach thereto this

Department's bill of lading with instructions to the War Department

that they be used covering the shipments. Therefore these shipments

have been moved on War Department bills of lading and the carriers in

stating their accounts to the War Department have often included bills

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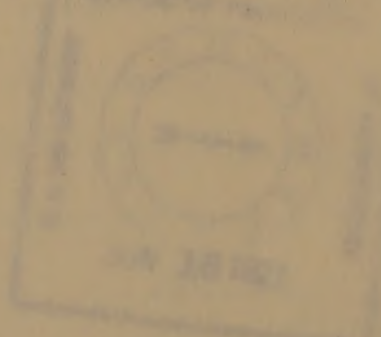
for the War Department to retain the accounts to the carriers, and for

the carriers to restate them, which involves a great deal of work on

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if this Department's bills of lading are used.

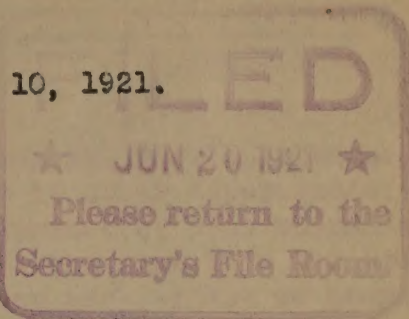
Very truly,
Secretary



United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

June 10, 1921.

MEMORANDUM FOR THE SECRETARY.



Dear Mr. Secretary:

At the request of the War Department there has been considered the question of shipments to this department by the War Department on Government bills of lading. Heretofore War Department bills of lading have been used and as a consequence the carriers have often billed the War Department for charges which properly belong to this department. This has caused some annoyance and extra work on the part of the War Department and the carriers, and to obviate this the Advisory Committee on Finance and Business Methods suggests that Department of Agriculture bills of lading be furnished and used. To this end the attached memorandum has been prepared and your approval of same is respectfully recommended.

Very truly yours,

Chairman, Advisory Committee on Finance
and Business Methods.

Enclosure.

United States Department of Agriculture

Division of Entomology and Plant Quarantine

Washington, D. C.

June 10, 1922

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

At the request of the War Department there has been considerable
the question of shipment to that department by the War Department on
Government bills of lading. Heretofore War Department bills of lading
have been used and no consequence the carriers have often billed
the War Department for charges which properly belong to this depart-
ment. This has caused some annoyance and extra work on the part of
the War Department and the carriers, and to advise that the Advisory
Committee on Finance and Business Methods suggests that Department of
Agriculture bills of lading be furnished and used. To this end
the attached memorandum has been prepared and your approval of same
is respectfully recommended.

Very truly yours,

Chairman, Advisory Committee on Finance
and Business Methods.

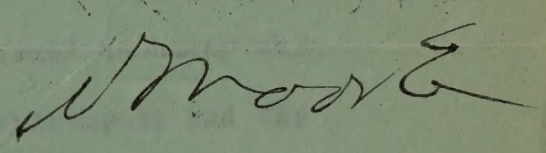
Enclosure

BUREAU OF PUBLIC ROADS

Date June 7, 1921 192Memorandum to Mr. A. ZapponeFrom Wharton Moore★ JUN 20 1921 ★
Please return to the
Secretary's File Room

Referring to the attached correspondence from Mr. Forbes in regard to use of War Department bills of lading for shipment to other Departments, I will state that I expect this Bureau has had more shipments of this character than almost any bureau in the Government service. At the time this law transferring the war material to the states thru this Bureau took effect we proposed to the War Dept. that we furnish them with a supply of our bills of lading on which to make the shipments but they declined to use our bs/l saying they preferred to use their own and on each one they issued for us they would plainly mark on its face that charges were to be billed against this Bureau and in almost all cases they have done so. As a matter of fact they went a little farther and used War Dept. Bs/L in making shipments to the states of the material allotted to the States and marked those also to be paid by this Bureau whereas the charges were paid by the States and upon the receipt of the railroad bills here we simply forwarded them to the states concerned and have never found that the railroads have billed more than one state on a voucher making it easy to forward them to the states concerned. It has no doubt, as stated by Mr. Forbes, been that the railroad would in some cases include in the War Dept. charges bs/L that should have been paid by other bureaus but that is a common error even though plain instructions as to where to bill the charges are shown on the faces of the bs/L and no one can be blamed for that carelessness but the railroads. We even have cases where transportation requests for other bureaus and even other departments will be included in vouchers submitted to this bureau for payment, so we can't hope to entirely get away from something for which we are not responsible.

This Bureau is perfectly willing to have its bs/L used on all shipments which the War Dept make for it and have offered them the use of our own bs/L but they have been refused. We could easily furnish copies of our bills of lading with each order on the War Department for a shipment and will be glad to do so if agreeable to the War Dept.



DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

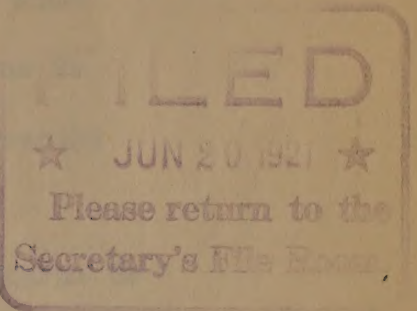
WASHINGTON, D. C.

June 3, 1921.

OFFICE OF INSPECTION

FILE NO.

MEMORANDUM FOR INSPECTOR IN CHARGE.



Dear Mr. Ashley:

Mr. White of the War Department phoned me yesterday in reference to supplies of that department that are transferred to other departments.

It appears that when such supplies are so transferred and it is necessary to make freight shipments of such supplies from the point transferred to some destination required by other departments, these shipments have been moved on War Department B's/L.

The carriers in stating their accounts naturally attach to their vouchers all the B's/L that they have on hand against the War Department and make one voucher. These accounts often include B's/L that were issued to cover shipments of property transferred to other departments and the charges thereon to be paid by other departments. The War Department is under the necessity of having to return these accounts to carriers requesting them to withdraw the B's/L covering the shipments and it becomes necessary to restate the accounts.

This action involves a great deal of work on the part of the War Department and the carriers, which can be obviated

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

Washington, D. C.

January 1, 1911.

OFFICE OF THE SECRETARY
FILE NO.

REPORTS AND PROGRESS IN 1910

Dear Mr. Secretary:

It is a pleasure to report to you the progress of the work of the Bureau of Plant Industry during the year 1910. The work of the Bureau has been carried on in accordance with the plan of work approved by the Department at the beginning of the year.

The work of the Bureau has been carried on in accordance with the plan of work approved by the Department at the beginning of the year. The work of the Bureau has been carried on in accordance with the plan of work approved by the Department at the beginning of the year. The work of the Bureau has been carried on in accordance with the plan of work approved by the Department at the beginning of the year.

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by the Bureau or office of this Department when making requisition for transfer of supplies attaching to such requisition this Department's B/L with instructions to the War Department that they are to be used in covering these shipments.

I would respectfully suggest that a memorandum be issued on this subject and sent to the various Bureaus and offices of this Department.

Respectfully,

E. E. Ingers

Executive Assistant.

May 31, 1921.

In forwarding to the Department a copy of the above Executive Order, the Civil Service Commission, under date of June 15, advised as follows:

Many competitive, classified employees assigned to military service with organizations such as the American Red Cross, the I. O. O. F., and other organizations suggest

by the Bureau or office of this Department when making
application for transfer of supplies attaching to such
application this Department's B/L with instructions to
the War Department that they are to be used in covering
these shipments.

I would respectfully suggest that a memorandum be
issued on this subject and sent to the various Bureau and
offices of this Department.

Respectfully,

E. E. Jones

Executive Assistant.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 16, 1921.

CIRCULAR NO. 72

Extension of Period of Eligibility for Reinstatement
of Persons who Served with War Organizations
during the War with Germany.

(Superseding Circular No. 60.)

The attention of all officers of the Department is called to
the following Executive Order:

"EXECUTIVE ORDER

"In the discretion of the Civil Service Commission, the time during which persons formerly in the competitive classified service served with organizations doing distinctive war service shall not count against their period of eligibility under civil service Rule IX for reinstatement, nor against their eligibility under civil service Rule X for transfer, provided they have had continuous service.

(Signed) Warren G. Harding

THE WHITE HOUSE,

May 31, 1921."

In forwarding to the Department a copy of the above Executive Order, the Civil Service Commission, under date of June 10, advises as follows:

"Many competitive, classified employees resigned to accept service with organizations such as the American Red Cross, the Y.W.C.A., and other organizations engaged

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 16, 1933

CIVIL SERVICE

Extension of period of eligibility for advancement
of persons who served with the organization
during the war with Germany.

(Department Circular No. 50.)

The attention of all officers of the Department is called to

the following Executive Order.

EXECUTIVE ORDER

In the discretion of the Civil Service Com-
mission, the time during which persons formerly in
the competitive classified service served with
organizations doing Executive war service shall
not count against their period of eligibility for
civil service shall be for advancement, for advancement
their eligibility for civil service shall be for
advancement, provided they have had continuous service

(Signed) Walter D. Dill

THE WHITE HOUSE

May 21, 1933

is forwarded to the Department a copy of the above Executive

Order, and Civil Service Commission, under date of June 16, 1933

is follows:

When a competitive, classified employee is assigned
to military service with organizations doing war service
and other organizations doing

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

- 2 -

in war work, but were not assigned to duty overseas or on the high seas. Their services, however, were no less important because they were not so assigned. The necessity arose for the building up of efficient organizations for distinctive war work, requiring the services of trained and efficient employees with executive ability, and employees in the classified service met these requirements. It is believed to be desirable, in the interests of the service, to preserve the status of such employees under the Civil Service rules so far as possible, and the Executive order which is enclosed grants the same privileges to former employees who served in this country as were given to those who served overseas or on the high seas. To be eligible for transfer, however, an employee must have had continuous service."

W. A. Gump
Administrative Assistant.

"Incidentally, because of the location of its several parts, the General Accounting Office has been divided into Divisions as follows:

- (1) Treasury Department Division - duties heretofore performed by the Auditor for the Treasury Department.
- (2) War Department Division - duties heretofore performed by the Auditor for the War Department.
- (3) Interior Department Division - duties heretofore performed by the Auditor for the Interior Department.
- (4) Navy Department Division - duties heretofore performed by the Auditor for the Navy Department.

in war work, but were not assigned to duty overseas or on the high seas. Their services, however, were no less important because they were not so assigned. The necessity arose for the building up of efficient organizations for distinctive war work, requiring the services of trained and efficient employees with executive ability, and employees in the classified service met these requirements. It is believed to be desirable, in the interests of the service, to preserve the status of such employees under the Civil Service rules so far as possible, and the Executive Order which is enclosed grants the same privileges to former employees who served in this country as were given to those who served overseas or on the high seas. To be eligible for transfer, however, an employee must have had continuous service."

Administrative Assistant

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 5, 1921.

CIRCULAR NO. 73

FILE
P. L. GLADMON.

For the information and guidance of the officers of the Department, there is quoted below the text of a letter dated July 1, 1921, received from the Comptroller General:

"It is announced to the Executive Departments, their Bureaus and other establishments of the Government in the City of Washington that, pursuant to the provisions of the Act of June 10, 1921, creating the General Accounting Office, the Offices of the Comptroller of the Treasury and the six Auditors of the Treasury were abolished to take effect July 1, 1921, and their duties, except as indicated below in the case of the Auditor for the Post Office Department, were transferred to and have been taken over by the General Accounting Office, at the head of which is the Comptroller General and the Assistant Comptroller General of the United States.

"Temporarily, because of the location of its several parts, the General Accounting Office has been divided into Divisions as follows:

- (1) Treasury Department Division - duties heretofore performed by the Auditor for the Treasury Department.
- (2) War Department Division - duties heretofore performed by the Auditor for the War Department.
- (3) Interior Department Division - duties heretofore performed by the Auditor for the Interior Department.
- (4) Navy Department Division - duties heretofore performed by the Auditor for the Navy Department.

July 6, 1921.

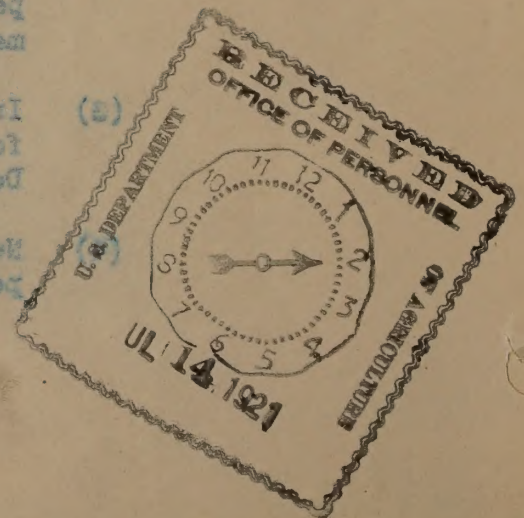
CIRCULAR NO. 73

For the information and guidance of the officers of the Department, there is quoted below the text of a letter dated July 1, 1921, received from the Comptroller General:

"It is announced to the Executive Departments, their Bureau and other establishments of the Government in the City of Washington that, pursuant to the provisions of the Act of June 10, 1921, creating the General Accounting Office, the Offices of the Comptroller of the Treasury and the six Auditors of the Treasury were abolished to take effect July 1, 1921, and their duties, except as indicated below in the case of the Auditor for the Post Office Department, were transferred to and have been taken over by the General Accounting Office, at the head of which is the Comptroller General and the Assistant Comptroller General of the United States.

"Temporarily, because of the location of its several parts, the General Accounting Office has been divided into Divisions as follows:

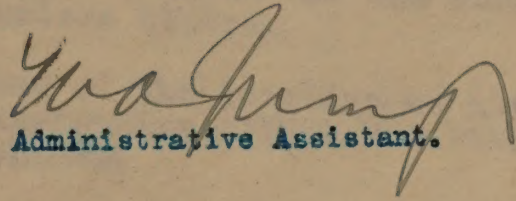
- (1) Treasury Department Division - duties heretofore performed by the Auditor for the Treasury Department.
- (2) War Department Division - duties heretofore performed by the Auditor for the War Department.
- (3) Interior Department Division - duties heretofore performed by the Auditor for the Interior Department.
- (4) Navy Department Division - duties heretofore performed by the Auditor for the Navy Department.



- (5) State and Other Departments Division - duties heretofore performed by the Auditor for the State and Other Departments.
- (6) Post Office Department Division - duties heretofore performed by such part of the Office of the Auditor for the Post Office Department as were not transferred to the Bureau of Accounts, Post Office Department.

"The several Divisions of the General Accounting Office will remain temporarily in the locations heretofore occupied by the several Auditors' Offices.

"This information is furnished the several Executive Departments and other establishments in order that there may be as little confusion as possible in forwarding accounts, claims and mail matter generally to their proper destination."


Administrative Assistant.



(c) Extra and Other Department Division - Justice
handwritten performed by the Auditor for the
State and Other Department.

(d) Post Office Department Division - Justice
handwritten performed by each part of the
Office of the Auditor for the Post Office
Department as were not transferred to the
Bureau of Accounts, Post Office Department.

"The several Divisions of the General Accounting Office
will remain temporarily in the locations heretofore occupied
by the several Auditors' Offices.

"This information is furnished the several Executive
Departments and other establishments in order that there may
be as little confusion as possible in forwarding accounts,
claims and mail matter generally to their proper destination."

W. J. ...
Administrative Assistant.



GENERAL ACCOUNTING OFFICE

Office of Comptroller General
of the United States

Washington

July 1, 1921.

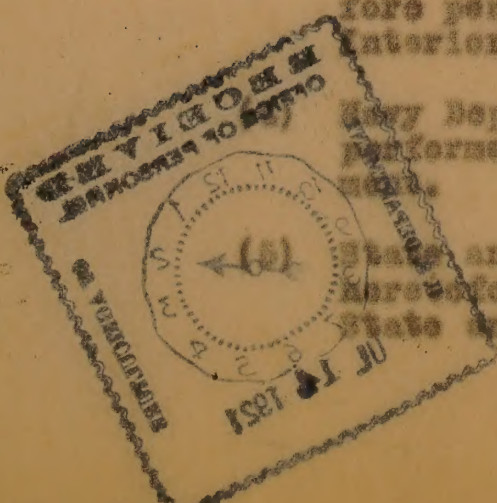
To the Heads of the Executive Departments
and Other Government Establishments,
Washington, D. C.

Sirs:

It is announced to the Executive Departments, their Bureaus and other establishments of the Government in the City of Washington that, pursuant to the provisions of the Act of June 10, 1921, creating the General Accounting Office, the Offices of the Comptroller of the Treasury and the six Auditors of the Treasury were abolished to take effect July 1, 1921, and their duties, except as indicated below in the case of the Auditor for the Post Office Department, were transferred to and have been taken over by the General Accounting Office, at the head of which is the Comptroller General and the Assistant Comptroller General of the United States.

Temporarily, because of the location of its several parts, the General Accounting Office has been divided into Divisions as follows:

- (1) Treasury Department Division - duties heretofore performed by the Auditor for the Treasury Department.
- (2) War Department Division - duties heretofore performed by the Auditor for the War Department.
- (3) Interior Department Division - duties heretofore performed by the Auditor for the Interior Department.
- (4) Navy Department Division - duties heretofore performed by the Auditor for the Navy Department.
- (5) State and Other Departments Division - duties heretofore performed by the Auditor for the State and Other Departments.



RECEIVED

RECEIVED

RECEIVED
OFFICE OF THE SECRETARY
OF THE ARMY

1921

To the Board of the Executive Department
and other Government Departments,
Washington, D. C.

Sir:

It is requested that the Executive Department
shall prepare and submit recommendations of the Board
to the Board of the Executive Department, pursuant to the
provisions of the Act of June 10, 1901, creating the
General Accounting Office, the duties of the Comptroller
of the Treasury and the duties of the Treasury
Department. It is also requested that the Board
advise as indicated herein in the case of the Auditor
General, the duties of the Auditor General, and the
duties of the Auditor General, and the duties of the
Auditor General, and the duties of the Auditor General,
and the duties of the Auditor General, and the duties of the
Auditor General, and the duties of the Auditor General.

Respectfully, members of the Board of the
Executive Department, the General Accounting Office and the
Auditor General, are divided into divisions as follows:

(1) Executive Department Division - duties of the
Executive Department, the duties of the Executive
Department, and the duties of the Executive Department.

(2) War Department Division - duties of the
War Department, the duties of the War Department,
and the duties of the War Department.

(3) Interior Department Division - duties of the
Interior Department, the duties of the Interior
Department, and the duties of the Interior Department.

(4) Department Division - duties of the
Department, the duties of the Department, and the
duties of the Department.

(5) Other Departments Division - duties of the
Other Departments, the duties of the Other
Departments, and the duties of the Other
Departments.



- 76-42.
- (6) Post Office Department Division - duties heretofore performed by such part of the Office of the Auditor for the Post Office Department as were not transferred to the Bureau of Accounts, Post Office Department.

The several Divisions of the General Accounting Office will remain temporarily in the locations heretofore occupied by the several Auditor's offices.

This information is furnished the several Executive Departments and other establishments in order that there may be as little confusion as possible in forwarding accounts, claims and mail matter generally to their proper destination.

Respectfully,

(Signed) J. R. MCGARR

Comptroller General.



(5) The Office of Personnel is advised that the following information is being furnished to you for your information. The Office of Personnel is not responsible for the accuracy of the information furnished to you.

The Office of Personnel is advised that the following information is being furnished to you for your information. The Office of Personnel is not responsible for the accuracy of the information furnished to you.

The Office of Personnel is advised that the following information is being furnished to you for your information. The Office of Personnel is not responsible for the accuracy of the information furnished to you.

Respectfully,
[Signature]

[Signature]

Respectfully,
[Signature]



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 2, 1921.

CIRCULAR NO. 74

There has been brought to the attention of the President what is alleged to be an unfair discrimination in reducing the clerical forces of the Government in compliance with the policy of the Administration to bring about a reduction in Federal expenditure. It appears that the President has had an official communication from the Civil Service Committee of the Senate calling attention to this matter. Representation has been made that forces are being reduced among appointees from States which have never been accorded their full apportionment and that employees are retained from States which have long ago exceeded their apportionment.

The President has brought the matter to the attention of the Secretary and he has directed, accordingly, that the principle of the civil service law of apportionment be observed by all officers of the Department in recommending the separation from the service of employees who are dropped from the rolls on account of reduction in force. It is recognized that it is very difficult to promulgate a hard and fast rule relating to separations from the service at a time when everyone is anxious to diminish the government payrolls and that a combination of common sense and a spirit of fairness will have to be the guiding factors in this matter.

For the information of personnel officers in connection with this matter there is ^{attached} ~~given below~~ a statement showing the relative standing of the States and Territories, under the law of apportionment, as of June 17, 1921. *The current standing of the several states can be obtained from time to time from the Chief Personnel Officer.*

W. J. W. W.

Administrative Assistant

U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

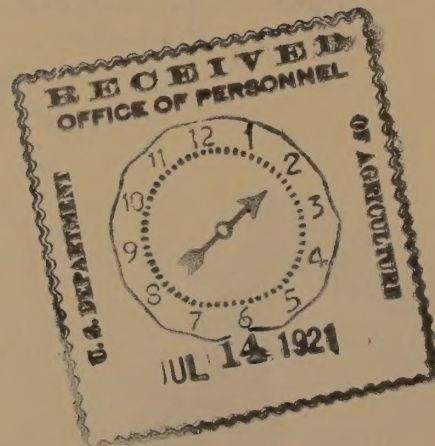
July 5, 1921

EXHIBIT NO. 12

There are two copies of the exhibit in question, one of which is being retained in the Department of Agriculture, and the other is being forwarded to the Department of the Interior for their consideration. The exhibit in question is a copy of a letterhead memorandum from the Department of Agriculture to the Department of the Interior, dated July 5, 1921, and is being forwarded to the Department of the Interior for their consideration.

The Department of the Interior is requested to advise the Department of Agriculture as to the action which they desire to take with respect to the exhibit in question. The Department of Agriculture is requested to advise the Department of the Interior as to the action which they desire to take with respect to the exhibit in question.

Very respectfully,
Secretary of Agriculture



June 17, 1921.

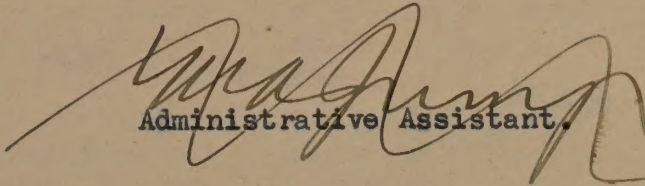
States in arrears under apportionment

- | | |
|--------------------|--------------------|
| 1. Porto Rico | 23. Alabama |
| 2. Hawaii | 24. New Jersey |
| 3. Alaska | 25. North Carolina |
| 4. Oklahoma | 26. Montana |
| 5. Arkansas | 27. Mississippi |
| 6. California | 28. Illinois |
| 7. Texas | 29. Ohio |
| 8. Louisiana | 30. Minnesota |
| 9. Arizona | 31. Colorado |
| 10. Washington | 32. Connecticut |
| 11. New Mexico | 33. Missouri |
| 12. South Carolina | 34. Kansas |
| 13. Georgia | 35. Tennessee |
| 14. Michigan | 36. Nevada |
| 15. Wyoming | 37. New York |
| 16. Oregon | 38. Kentucky |
| 17. Wisconsin | 39. Pennsylvania |
| 18. Nebraska | 40. Florida |
| 19. Idaho | 41. West Virginia |
| 20. No. Dakota | 42. Iowa |
| 21. So. Dakota | 43. Indiana |
| 22. Utah | 44. Maine |

States in excess under apportionment

- 45. Rhode Island
- 46. Delaware
- 47. Massachusetts
- 48. New Hampshire
- 49. Vermont
- 50. Virginia
- 51. Maryland
- 52. D. C.

~~The current standing of the several states can be obtained from time to time through the Chief Personnel Officer.~~


Administrative Assistant.

States in arrears under apportionment

23. Alabama
 24. New Jersey
 25. North Carolina
 26. Indiana
 27. Mississippi
 28. Illinois
 29. Ohio
 30. Minnesota
 31. Colorado
 32. Connecticut
 33. Missouri
 34. Kansas
 35. Tennessee
 36. Nevada
 37. New York
 38. Kentucky
 39. Pennsylvania
 40. Florida
 41. West Virginia
 42. Iowa
 43. Indiana
 44. Maine

1. Puerto Rico
 2. Hawaii
 3. Alaska
 4. Oklahoma
 5. Arkansas
 6. California
 7. Texas
 8. Louisiana
 9. Arizona
 10. Washington
 11. New Mexico
 12. South Carolina
 13. Georgia
 14. Michigan
 15. Wyoming
 16. Oregon
 17. Wisconsin
 18. Nebraska
 19. Idaho
 20. North Dakota
 21. South Dakota
 22. Utah

States in arrears under apportionment



The current standing of the several states can be obtained from this to which the Chief Personnel Officer.

Administrative Assistant

L

June 30, 1921.

Dear Mr. President:

On my return to Washington I have your letters of June 23 and June 27, with reference to the necessity of observing the principle of the law of apportionment in connection with separations from the service. I shall bring this matter to the attention of the administrative officers of the Department with instructions to be guided absolutely by your letters and I am sure everyone here will cooperate to this end.

Respectfully,

Secretary's File Room
(Signed)

Harry C. Wallace

The President,

The White House.

*Retn
8*

June 30, 1931.

Dear Mr. President:

On my return to Washington I have your letters of June 23 and June 27, with reference to the necessity of observing the principle of the law of apportionment in connection with separation from the service. I shall bring this matter to the attention of the administrative officers of the Department with instructions to be guided absolutely by your letters and I am sure everyone here will cooperate to this end.

Respectfully,

The President,

The White House.

John D.

it was close at hand

[illegible]

Item	Quantity	Unit Price	Total	Account	Object Class	Activity	Location	Remarks
1. Fuel	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
2. Oil	200	2.00	400.00	200-200	200-200	200-200	200-200	200-200
3. Grease	50	5.00	250.00	50-500	50-500	50-500	50-500	50-500
4. Lubricants	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
5. Tires	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
6. Batteries	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
7. Tools	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
8. Spare parts	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
9. Repairs	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
10. Maintenance	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
11. Transportation	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
12. Communications	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
13. Information	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
14. Training	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
15. Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
16. Development	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
17. Testing	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
18. Evaluation	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
19. Analysis	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
20. Synthesis	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
21. Planning	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
22. Design	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
23. Construction	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
24. Installation	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
25. Operation	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
26. Maintenance	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
27. Repair	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
28. Replacement	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
29. Upgrade	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
30. Modernization	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
31. Expansion	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
32. Consolidation	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
33. Restructuring	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
34. Reorganization	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
35. Transformation	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
36. Innovation	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
37. Experimentation	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
38. Pilot Project	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
39. Demonstration	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
40. Feasibility Study	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
41. Market Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
42. Customer Survey	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
43. Focus Group	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
44. Interview	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
45. Case Study	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
46. Ethnography	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
47. Content Analysis	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
48. Discourse Analysis	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
49. Narrative Analysis	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
50. Grounded Theory	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
51. Phenomenology	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
52. Hermeneutics	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
53. Interpretive Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
54. Qualitative Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
55. Quantitative Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
56. Mixed Methods	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
57. Action Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
58. Participatory Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
59. Collaborative Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
60. Community-Based Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
61. Transdisciplinary Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
62. Interdisciplinary Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
63. Multidisciplinary Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
64. Systems Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
65. Complexity Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
66. Emergent Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
67. Adaptive Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
68. Resilient Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
69. Robust Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
70. Flexible Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
71. Agile Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
72. Iterative Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
73. Incremental Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
74. Evolutionary Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
75. Revolutionary Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
76. Disruptive Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
77. Transformative Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
78. Paradigmatic Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
79. Normative Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
80. Ideological Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
81. Philosophical Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
82. Theoretical Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
83. Applied Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
84. Basic Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
85. Fundamental Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
86. Pure Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
87. Curiosity-Driven Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
88. Knowledge-Driven Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
89. Problem-Driven Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
90. Need-Driven Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
91. Mission-Driven Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
92. Goal-Driven Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
93. Outcome-Driven Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
94. Impact-Driven Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
95. Benefit-Driven Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
96. Value-Driven Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
97. Priority-Driven Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
98. Urgency-Driven Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
99. Critical-Driven Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100
100. Essential-Driven Research	100	1.00	100.00	100-100	100-100	100-100	100-100	100-100

Handwritten signature or initials.

C O P Y

THE WHITE HOUSE

WASHINGTON

June 23, 1921

attention to this matter and advise your
operation in dealing justly with it.

Most sincerely yours,

My dear Mr. Secretary:

I have had official communication from the Civil Service Committee of the Senate, calling my attention to what is alleged to be an unfair discrimination in reducing the clerical forces of the government, in compliance with the policy of the Administration to bring about a reduction in federal expenditure.

There is apparently no complaint over the policy of diminishing our forces but there is an evident grievance against what is purported to be an unfair discrimination.

It appears that there is a provision in the Civil Service law for an apportionment of the number in the public service under that law, and the representation comes to me that forces are being reduced among appointees from states which have never been accorded their full apportionment in order to retain employees from states which have long ago exceeded their apportionment. I do not know anything concerning the accuracy of this charge. I can well admit the injustice of it if the statement is correct. I only call it to your attention as a matter of justice to members of the House and Senate. It is very difficult to promulgate a hard and fast rule relating to dismissals from the service at a time when we are all anxious to diminish the government pay rolls. I can well believe that common sense and a spirit of fairness will combine to point the way. I have said to Members of Congress, however, that I would call your

THE WHITE HOUSE

WASHINGTON

June 23, 1931

My dear Mr. Secretary:

I have had official communication from the Civil Service Commission of the Senate, calling my attention to what is alleged to be an unfair discrimination in reducing the clerical forces of the Government. In compliance with the policy of the Administration to bring about a reduction in Federal expenditures.

There is apparently no complaint over the policy of eliminating our forces but there is an evident prejudice against what is purported to be an unfair discrimination.

It appears that there is a provision in the Civil Service law for an appointment of the member in the public service under that law, and the representation comes to me that those are being reduced among appointees from states which have never been accorded their full representation in order to retain employees from states which have long ago exceeded their representation. I do not know anything concerning the accuracy of this charge. I can well admit the injustice of it if the statement is correct. I only call your attention as a matter of justice to members of the House and Senate. It is very difficult to originate a law and that rule relating to dis- missals from the service at a time when we are all anxious to diminish the government pay rolls. I can well believe that common sense and a spirit of fair- ness will coming to point the way. I have said to members of Congress, however, that I would call your

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 5, 1921.

#2

MINNEAPOLIS, MN.

FILE
P. L. CLARKSON

attention to this matter and invite your co-
operation in dealing justly with it.

Most sincerely yours,

(Signed) Warren G. Harding.

The Honorable
The Secretary of Agriculture,
Washington, D.C.

attention to this matter and have your co-
operation in dealing justly with it.

Yours sincerely,
James

(Signed) Warren G. Harding.



The Honorable
The Secretary of Agriculture
Washington, D.C.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 8, 1921.

CIRCULAR NO. 75.

FILE
P. L. GLADMON.

On account of reduction of force, the Civil Service Commission is endeavoring to eliminate unnecessary clerical work and correspondence, and requests the cooperation of the Department in two important phases of its work; namely, the issuing of certifications, and the handling of temporary appointments.

Beginning with July 1, 1921, the Commission desires that each request for certification for probational appointment state whether or not a temporary appointee is serving in the position. If so, a statement should be included, showing the name of the temporary appointee, the salary, date of appointment, and authority therefor.

No request for certification for temporary appointment will be acted upon unless it contains a statement regarding the nature of the temporary appointment proposed; that is, whether it is desired under section 2 of Rule VIII, pending the filling of the position probationally, or under section 4 of Rule VIII, for a job of work. If job employment is contemplated, a statement is necessary regarding the actual or probable duration of employment, and the appointing officer must certify that "the work for which the person is to be employed is temporary in nature, and that at the completion of this work the services of an employee in the position will be no longer required". Any requisition which does not set forth the information above outlined

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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JAN 10 1911

TO THE SECRETARY OF AGRICULTURE
WASHINGTON
FROM THE SECRETARY OF AGRICULTURE
WASHINGTON
SUBJECT: [Illegible]

[The following text is extremely faint and largely illegible due to the quality of the scan. It appears to be a memorandum or letter, possibly discussing agricultural matters, but the specific details cannot be discerned.]

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

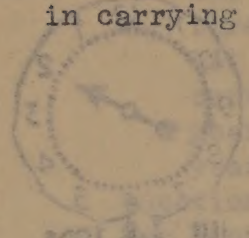
- 2 -

will be returned by the Commission for further details.

On and after July 1, the Commission will give consideration to the authorization of temporary appointments outside the register only when a full statement of the facts is presented.

In this connection your attention is invited to Circular No. 70, dated June 15, 1921, regarding requirements for temporary appointments to scientific, technical and professional positions.

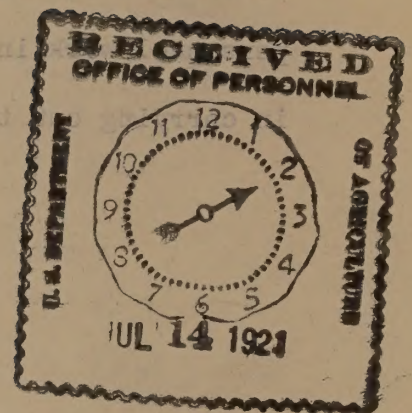
In order that the matter of certifications and the handling of temporary appointments may be handled without delay or friction, to the benefit of the service, and to the satisfaction of all concerned, it is requested that all officials and employees handling personnel work in the Department cooperate to the fullest extent in carrying out the above request of the Civil Service Commission.



W. A. Gump
Administrative Assistant.

will be returned by the Commissioner further details.
On and after July 1, the Commission will give consideration
to the authorization of temporary appointments outside the register
only when a full statement of the facts is presented.
In this connection your attention is directed to Circular
No. 70, dated June 15, 1921, regarding requirements for temporary
appointments to scientific, technical and professional positions.
In order that the matter of certification and the handling
of temporary appointments may be handled without delay or friction
to the benefit of the service, and to the satisfaction of all con-
cerned, it is requested that all officials and employees handling
in the Department cooperate to the fullest extent
the above request of the Civil Service Commission.

[Handwritten signature]
Administrative Assistant



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 11, 1921.

CIRCULAR NO. 76.

Amendment to Civil Service rules regarding
reinstatement in the service.

FILE
P. L. GLADMON.

The attention of the various bureaus and offices is invited
to the following Executive Order dated June 25, 1921:

"1.

EXECUTIVE ORDER.

"Rule IX of the Civil Service Rules is hereby amended by
adding at the end of section 1, paragraph (a) the following:

"When the Commission and the appointing
officer are in agreement that the public in-
terest requires such unusual action, the Com-
mission may authorize waiver of the one year
limit herein prescribed under the following
time limitations: Two years where service
has been two years but less than three years;
three years where service has been three years
but less than four years; four years where
service has been four years but less than five
years; and five years where service has been five
years or more.

"Section 2 of the Rule will be stricken out.

"As amended, paragraph (a) will read:

"Unless otherwise provided hereinafter a
person may be reinstated only to the depart-
ment or independent Government establishment
from which separated and upon requisition made
within one year from the date of his separa-
tion. When the Commission and the appointing
officer are in agreement that the public in-
terest requires such unusual action, the Com-
mission may authorize waiver of the one year
limit herein prescribed under the following
time limitations: Two years where service
has been two years but less than three years;
three years where service has been three years
but less than four years; four years where
service has been four years but less than five

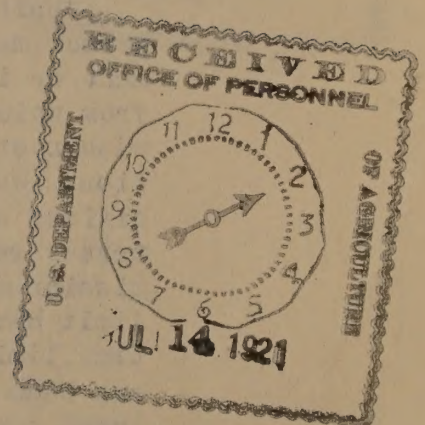
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years; and five years where service has been five years or more.

WARREN G. HARDING

The White House,
June 25, 1921.

Section 2 of Rule IX, which has been eliminated by the
above order, read as follows:

"A person resigning a scientific, professional, or technical position in the competitive service in which he has acquired training and experience not to be acquired elsewhere, to enter the public service of a State, county, municipality, or foreign Government in a similar capacity, may immediately upon the completion of such service be reinstated in the department in which he formerly served, upon the certificate of the commission issued upon the requisition of the department dated within three years from the date of his separation from the competitive service."

W. G. Harding
Administrative Assistant.



years; and five years where service has been
five years or more.

WALTER G. HANCOCK

The White House,
June 22, 1921.

Section 2 of Rule IX, which has been eliminated by the

above order, read as follows:

"A person resigning a scientific, professional,
or technical position in the competitive service in
which he has acquired training and experience not
to be acquired elsewhere, to enter the public ser-
vice of a state, county, municipality, or foreign
government in a similar capacity, may immediately
upon the completion of such service be reinstated
in the department in which he formerly served, upon the
certification of the commission issued upon the
reputation of the department based within three
years from the date of his resignation from the com-
petitive service."

W. G. Hancock
Administrative Assistant



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

July 20, 1921.

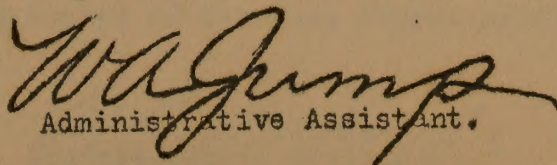
CIRCULAR NO. 77.

Eliminate Useless Printing of Reports.

The Second Deficiency Appropriation Act for the year 1921 contains the following paragraph granting authority to heads of departments and executive establishments to discontinue printing certain reports:

"In order to keep the expenditures within or under the appropriations for the fiscal year 1922 for printing and binding, the heads of the various executive departments and Government establishments are hereby authorized to discontinue the printing of any annual or special reports under their respective jurisdiction: Provided, That where the printing of said reports is discontinued, the original copy thereof shall be kept on file in the offices of the heads of the respective departments or Government establishments for public inspection."

The Director of the Bureau of the Budget has requested that a statement be forwarded to that Bureau as soon as possible showing what reports of this Department the printing of which will be discontinued under the authority contained in this Act. The Secretary has asked the Director of Information to carefully scrutinize and, under the authority cited above, to eliminate all unnecessary printing of reports. Will you give careful consideration to any of the reports of your bureau which it has been customary to print and submit to Mr. Harlan Smith immediately a list of those the printing of which can be discontinued, accompanied by samples of the last reports issued. Please list also those which you believe must continue to be printed, stating the reasons which make such printing necessary, and submit with this list also copies of the last report printed.


Administrative Assistant.

S

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 20, 1921.

CIRCULAR NO. ⁷⁷~~75~~

Eliminate Useless Printing of Reports.

FILE
P. L. GLADMON.

The Second Deficiency Appropriation Act for the year 1921 contains the following paragraph granting authority to heads of departments and executive establishments to discontinue printing certain reports:

"In order to keep the expenditures within or under the appropriations for the fiscal year 1922 for printing and binding, the heads of the various executive departments and Government establishments are hereby authorized to discontinue the printing of any annual or special reports under their respective jurisdiction; Provided, That where the printing of said reports is discontinued, the original copy thereof shall be kept on file in the offices of the heads of the respective departments or Government establishments for public inspection."

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Y. A. Smith
Administrative Assistant.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 20, 1921.

CIRCULAR NO. 22.

FILE
P. J. BLADMON.

Eliminate Unnecessary Printing of Reports.

The Second Deficiency Appropriation Act for the year 1921 contains

the following paragraph granting authority to heads of departments and

executive establishments to discontinue printing certain reports:

"In order to keep the expenditures within or under the appropriations for the fiscal year 1922 for printing and binding, the heads of the various executive departments and Government establishments are hereby authorized to discontinue the printing of any annual or special reports under their respective jurisdiction. Provided, That where the printing of said reports is discontinued, the original copy thereof shall be kept on file in the offices of the heads of the respective departments or Government establishments for public inspection."

The Director of the Bureau of the Budget has requested that a statement be forwarded to that Bureau as soon as possible showing what reports of this Department the printing of which will be discontinued under the

authority contained in this Act. The Secretary has asked the Director of

Information to carefully scrutinize and, under the authority cited above,

to eliminate all unnecessary printing of reports. Will you give careful

consideration to any of the reports of your Bureau which it has been con-

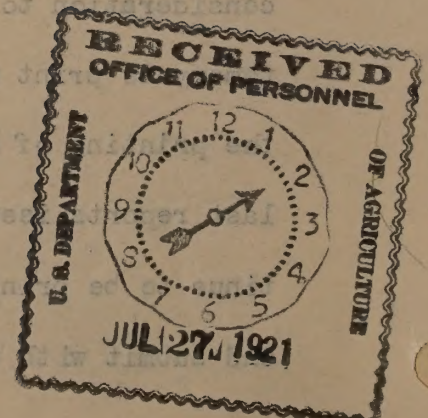
sulted and submit to Mr. Harlan Smith immediately a list of those

which can be discontinued, accompanied by samples of the

reports. Please give also those which you believe must con-

tinue, stating the reasons which make such printing necessary.

With this list also copies of the last report printed.



Administrative Assistant.

F

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 4, 1921.

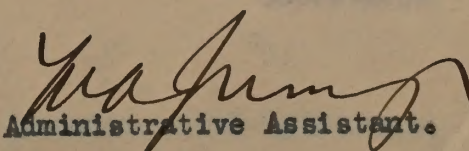
CIRCULAR NO. 78

Ex-Service men given preference under the
law when making reduction of force.

FILE
P. L. GLADMON.
L

The attention of the various bureaus, divisions, and offices is invited to the preference accorded ex-service men by the Act approved August 23, 1912 (37 Stat. L., 413), which provides "that in the event of reductions being made in the force in any of the executive departments no honorably discharged soldier or sailor whose record in said department is rated good shall be discharged or dropped, or reduced in rank or salary."

In response to a resolution adopted by the American Legion, the Secretary has assured that organization that, whenever reduction of force is necessary, this Department will grant preference, in accordance with the law, to ex-service men. The Secretary requests that administrative officers be governed accordingly when considering reductions in personnel.


Administrative Assistant.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 4, 1921.

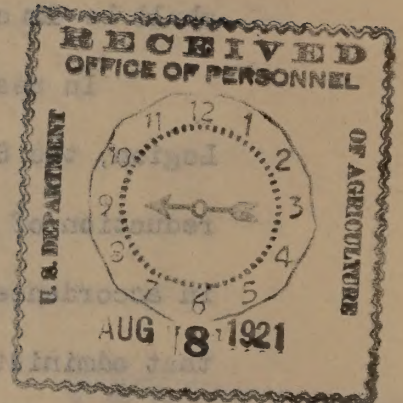
CIRCULAR NO. 78

Ex-service men given preference under the
law when making reduction of force.

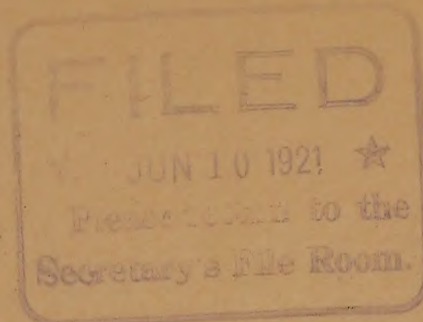
The attention of the various bureaus, divisions, and
offices is invited to the preference accorded ex-service men
by the act approved August 28, 1918 (37 Stat. L., 413), which
provides "that in the event of reductions being made in the
force in any of the executive departments no honorably discharged
soldier or sailor whose record in said department is rated good
or better, shall be discharged or dropped, or reduced in rank or salary."

In response to a resolution adopted by the American
Secretary has assured that organization that, whenever
force is necessary, this Department will grant preference,
with the law, to ex-service men. The Secretary requests
that administrative officers be governed accordingly when considering

reductions in personnel.



[Handwritten signature]
Administrative Assistant



8
June 4, 1921.

Gen. James A. Drain,
Department Commander, District of Columbia Department,
The American Legion, Room 402, 1423 New York Avenue,
Washington, D. C.

Dear General Drain:

I have your letter of June 1, 1921, referring to the resolution adopted by the District of Columbia Department of the American Legion with respect to retaining ex-service men when reductions are necessary in the force of Federal employees, and expressing the hope that ways may be found to retain all efficient ex-service men now employed in this Department and that discharges where required may be of those not in service during the war.

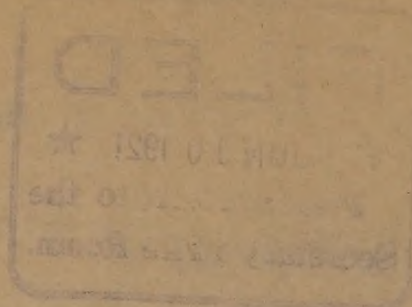
This Department is in sympathy with the tenor of the resolution adopted by your organization and, so far as possible, will grant preference to ex-service men over other employees of equal or less ability when reductions of force are necessary.

Very truly yours,
(Signed)

Henry E. Wallace
Secretary.



8
June 1, 1921



Gen. James A. Train,
Department Commander, District of Columbia Department,
The American Legion, Room 402, 1423 New York Avenue,
Washington, D. C.

Dear General Train:

I have your letter of June 1, 1921, referring to the resolution adopted by the District of Columbia Department of the American Legion with respect to retaining ex-service men when restrictions are necessary in the force of Federal employees, and expressing the hope that ways may be found to retain all efficient ex-service men now employed in this Department and that discharges where required may be of those

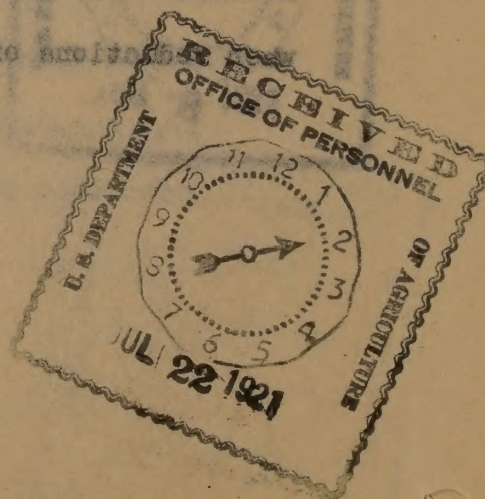
not in service during the war.

This Department is in sympathy with the tenor of the resolution adopted by your organization and, so far as possible, will grant preference to ex-service men over other employees of equal or less ability

in all positions of force are necessary.

Very truly yours,

Secretary.



OFFICE OF THE SECRETARY:

I suggest reference of this correspondence to the Chief Personnel Officer in order that he may give consideration to the question of Army or Navy service when separations of employees are made.

★ JUN 10 1921 ★

Please return to
Secretary's File Room.

R. M. Reese
Chief Clerk.

June 4, 1921.

*Noted. Will see that
the provisions of the law
are carried out in case
any reduction of force is
necessary*

6/4

OLH

*File this
way*



DEPARTMENT OFFICERS

JAMES A. DRAIN
Commander
A. S. IMIRIE
First Vice-Commander
JOSE F. STOKES
Second Vice-Commander
B. HOWE
Third Vice-Commander
FRANK T. FULLER
Adjutant
CECIL J. DOWD
Assistant Adjutant
MARIE COVERT
Assistant Adjutant
L. O. COLBERT
Finance Officer
J. S. EASBY-SMITH
Judge Advocate
FRANCIS J. HURNEY
Chaplain
EARL HAMILTON SMITH
Historian
B. C. MACNEIL
Surgeon

DISTRICT OF COLUMBIA DEPARTMENT

(NATIONAL CHARTER No. 1)

THE AMERICAN LEGION

ROOM 402, 1423 NEW YORK AVE.

WASHINGTON, D. C.

TELEPHONE MAIN 472

EXECUTIVE COMMITTEE

JAMES A. DRAIN, *Chairman*

E. LESTER JONES, *Past Department Commander*

HOWARD S. FISK
KATE A. M. CLAGGETT
RUTH GRAHAM
JOHN MACKEY
HARRY MCKENZIE
PAULINE McVEY
HARRY L. WILSON

EDMUND J. BEAULAC
A. W. DEFENDERFER
PAUL E. TWYMAN
THEODORE D. PEYSER
WILLIAM F. FRANKLIN
P. BYRON GALLAGHER
NORMAN E. MARTINDALE

CHAS. F. WILSON
CHAS. W. SWAN
WM. W. SMITH
PAUL FOOT
FRANCIS F. MILLER
E. W. JORDAN
A. C. NEWMAN

DEPARTMENT OFFICERS

J. P. YODER
Publicity Officer
JOHN L. HOUGARDY
Americanization Officer
W. J. BLAKE
War Risk Officer
E. J. MAHER
Vocational Training Officer
JOHN LEWIS SMITH
Legislative Officer
PAUL B. JOHNSON
Relief and Welfare Officer
CHAS. L. LADSON
Quartermaster
SAM P. KOHEN
Master-at-Arms
C. W. RUSSELL
Sergeant-at-Arms
ALEXANDER MANN
Color Bearer
W. A. HAMILTON
Color Bearer

June 1, 1921.

Honorable Henry C. Wallace,
Secretary of Agriculture,
Washington, D. C.

Dear Mr. Secretary:

At a recent meeting of the executive committee of the District of Columbia Department of The American Legion, a resolution was unanimously adopted directing me, as Department Commander, to represent to all officers of the Government the situation in which many ex-service men are placed with relation to reductions in the forces of Federal employees. The attitude of the Congress toward this subject is expressed by the act approved August 23, 1912 (37 Statutes at large, 413), which provides "that in the event of reductions being made in the force of any of the executive departments of the Government in the District of Columbia, no honorably discharged soldier or sailor whose record is good in said department shall be discharged or dropped or reduced in rank or salary."

It is quite manifest that public sentiment is unanimously in favor of granting preference to ex-service men over other employees of equal or lesser ability. The hope is expressed that you may find ways to retain all efficient ex-service men now employed in your department and that discharges where required shall be of those who were not in the service during the war.

Respectfully,

JAMES A. DRAIN,
Department Commander.

h

*Mr Reese
sup/secy*

DISTRICT OF COLUMBIA DEPARTMENT

THE AMERICAN LEGATION

ROOM 101 1415 NEW YORK AVE.

WASHINGTON, D. C.

EXHIBIT 101

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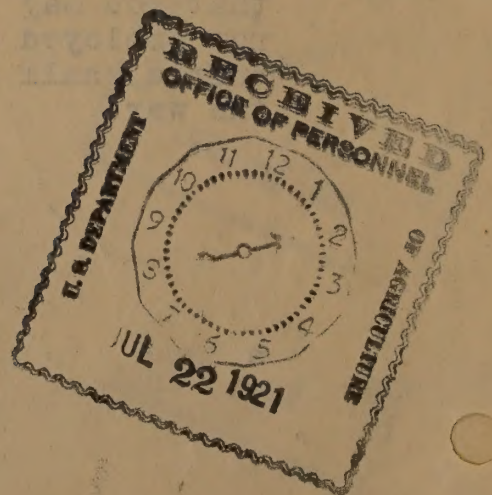
EXHIBIT 101

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EXHIBIT 101

EXHIBIT 101



WAR DEPARTMENT

Washington

June 11, 1921.

MEMORANDUM for Chiefs of Bureaus and Services:

The attitude of Congress on the question of the retention in the civil service of honorably discharged soldiers and sailors when the force of civilian employees is being reduced is expressed in Section 4 of the Act of Congress approved August 23, 1912 (37 Stat. 413) as follows:

"The Civil Service Commission shall, subject to the approval of the President, establish a system of efficiency ratings for the classified service in the several executive departments in the District of Columbia based upon records kept in each department and independent establishment with such frequency as to make them as nearly as possible records of fact. Such system shall provide a minimum rating of efficiency which must be attained by an employee before he may be promoted; it shall also provide a rating below which no employee may fall without being demoted; it shall further provide for a rating below which no employee may fall without being dismissed for inefficiency. All promotions, demotions, or dismissals shall be governed by provisions of the civil service rules. Copies of all records of efficiency shall be furnished by the departments and independent establishments to the Civil Service Commission for record in accordance with the provisions of this section: Provided, That in the event of reductions being made in the force in any of the executive departments no honorably discharged soldier or sailor whose record in said department is rated good shall be discharged or dropped, or reduced in rank or salary.

"Any person knowingly violating the provisions of this section shall be summarily removed from office, and may also upon conviction thereof be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year."

(The Act of February 28, 1916, -- 39 Stat. 15 -- transferred to the Bureau of Efficiency the duties relating to efficiency ratings above referred to.)

The system of efficiency ratings required by the Act has never been formulated and the Court of Appeals of the District

of Columbia has held:

"The Civil Service Commission never having exercised the authority conferred by the section of the appropriation act of August 23, 1912, to establish efficiency ratings, the proviso to that section exempting honorably discharged soldiers from discharge or dismissal is without effect; the proviso is a part of the section and is not intended to have an independent operation."

The War Department has had in operation since 1892 an efficiency system established in pursuance of an Executive Order dated December 4, 1891. The efficiency of all employees is determined twice annually under the rules prescribed in pursuance of the President's order.

It is the policy of the War Department at all times to extend due consideration to ex-service men, and to that end it is directed that in consonance with the law above quoted no ex-service man be discharged whose efficiency record is "good." I take it that Congress intended by the use of the word "good" to provide for the retention of honorably discharged soldiers and sailors whose ability or efficiency is adequate for positions which are to be continued.

With relation to retention of widows and orphans of veterans, attention is invited to the Act of Congress approved August 15, 1876, (19 Stat. 169) which is still in force, providing:

"That in making any reduction of force in any of the executive departments, the head of such department shall retain those persons who may be equally qualified who have been honorably discharged from the military or naval service of the United States, and the widows and orphans of deceased soldiers and sailors."

JOHN W. WEEKS

Secretary of War.

Enclosed are...

The first section of the report...

The second section...

The third section...

The fourth section...

The fifth section...

Very truly yours,

...

...

- (12) Removal of awnings from windows where they obstruct fire escapes; parking of automobiles and other vehicles under drop ladders of fire escapes to be prohibited.
- (13) Gas burners not labeled "Do Not Turn Off" to be turned off by watchmen; uniform placards to be used.
- (14) Available water supply at Arlington Farm to be increased.
- (15) Provision for storage of highly inflammable materials
- (16) Evaporation of ether, carbon disulfide, petroleum ether, benzene, and other highly inflammable volatile liquids not to be carried on in an open except under vacuum.
- (17) Specific Congressional authority recommended for construction of vault on Department grounds.
- (18) Instructions to Bureau included in Memo. No. ---.
- (19) Dr. E. A. Taylor to be notified to attend to this.
- (20) Fire Marshal to report construction.

Committee's recommendations.

Mr. Reese's recommendations, etc.

- | | | |
|---|---|--|
| (1) Chief Clerk as ex officio member of Committee of five. | : | ✓ (1) Chief Clerk to be Chairman of Committee of five. |
| (2) Fire Marshall to be designated by Chief Clerk. | : | ✓ (2) Mr. Hugh T. O'Neale designated by CC (Covered by Memo. No.---). |
| (3) Motion Picture Laboratory to be removed from basement of Bieber Bldg. | : | ✓ (3) Steps being taken for construction of separate building for Motion Picture Lab. and Illustrations Section. |
| (4) Cotton stored on top floor of Bieber Building and several floors of 221 Linworth Place to be stored at 220 Linworth Pl. or in some fireproof bldg. at Arlington Farm. Offices now occupying 220 L.P. to be transferred to other qtrs. | : | ✓ (4) Storage at 220 Linworth Place impracticable under existing conditions. Storage at Arlington Farm strongly recommended. |
| (5) Fire organization to be established in each building. | : | ✓ (5) Fire Marshall to proceed with organization of fire drills or brigades in each bureau. (Covered by Memo. No.---) |
| (6) Grain Standardization Lab. to be removed from West Wing. | : | ✓ (6) Removal to fireproof building at Arlington Farm recommended. |
| (7) Fire hose to be extended to all buildings; fire gongs to be installed. | : | ✓ (7) Fire Marshall to investigate and report on possibility of installing such equipment. |
| (8) Plainly printed signs and red lights to be installed at approaches to fire escapes. | : | ✓ (8) Mechanical Superintendent to be instructed to see to this. |
| (9) Electrically heated irons and presses to be equipped with signal lamps; watchmen to turn off current where found lighted after office hours. | : | ✓ (9) Mechanical Supt. to install. (<u>Nothing said about instructions to watchmen</u>). |
| (10) Fire extinguishers in all laboratories where chemical work is conducted and other locations; also sand buckets and blankets where highly inflammable substances are used. | : | ✓ (10) Fire Marshall to report where fire extinguishers should be provided. Bureaus instructed in Memo. No.--- to provide sand buckets and blankets. |
| (11) "Dead" electric wires to be removed. | : | ✓ (11) Now being done; Mech. Supt. instructed to give matter special attention. |

OFFICE OF
THE SECRETARY OF AGRICULTURE

Dec. 23, 1921.

MR. JUMP:

Have gone over recommendations of the special fire committee, as set forth in Mr. Reese's memo. of Dec. 5 and have prepared same with Mr. Reese's recommendations in parallel columns. Then took his proposed Memorandum No.-- and inserted such recommendations as seemed suitable to send out to the bureaus.

In connection with items 3, 4, 6, 14, and 15, it did not seem necessary to include these in memo., as they pertain to separate building for motion picture laboratory; storage of cotton at Arlington Farm; removal of Grain Standardization Laboratory from West Wing; increased water supply at Arlington Farm; and request for authorization to construct a vault on Dept. grounds for storage of highly inflammable materials.

The memo. does not make clear who will stand the cost of these various installations. The question of type, location, etc., of fire extinguishers, sand buckets, and blankets is one which the Fire Marshall will have to consider. Suggest that memo. be sent to Mr. Reese for further elaboration or revision.

E. H. B.

OFFICE OF
THE SECRETARY OF AGRICULTURE

Dec. 22, 1912.

Mr. Lamp:

I have gone over recommendations of the special fire commission, as set forth in Mr. Reese's report of Feb. 7 and have prepared same with Mr. Reese's recommendations in parallel columns. Then took his proposed amendments and inserted such recommendations as seemed advisable to send out to the various bureaus. In connection with items 2, 3, 4, 5, 14, and 15, it did not seem necessary to include these in memo., as they pertain to separate building for motor picture laboratory; storage of cotton at Arlington; removal of brain from West Virginia Laboratory from West Virginia; increased water supply at Arlington Farm; and request for authorization to construct a vault on Dept. grounds for storage of highly inflammable materials.

The memo. does not take clear view of the cost of these various installations. The question of type, location, etc. of fire extinguishers, sand buckets, and blankets is one which the fire marshal will have to consider. Requesting memo. be sent to Mr. Reese for further consideration or revision.

lighted after office hours.

Watchmen will be required to look for and turn off all gas burners found lighted after office hours except such as are clearly marked with a placard bearing the words "DO NOT TURN OFF." Uniform placards of this kind can be secured from the Chief Clerk of the Department.

The evaporation of ether, carbon disulphide, petroleum ether, benzene, or other highly inflammable volatile liquids should not be carried on in an oven, even though it be electrically heated, except under vacuum.

The removal of "lead" electric wires from all buildings has been in progress for some time. The Mechanical Superintendent will continue to give this matter special attention.

Secretary.

Chapman

lighted after office hours.

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The removal of "dead" electric wires from all buildings has been in progress for some time. The Mechanical Superintendent will continue to give this matter special attention.

~~Secretary.~~

Chief Clerk

DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

December 24, 1921.

MEMORANDUM

Fire Protection of Department Buildings.

The following employees of the Department are appointed a permanent fire committee with instructions to make yearly inspections of all Department buildings and recommend measures to reduce or eliminate unusual fire hazards:

H. M. Reese, Chief Clerk of Department (Chairman).
W. E. Becker, Chief Inspector.
W. W. Steinhilber, Bureau of Plant Industry.
R. V. Bailey, Bureau of Entomology and Plant Quarantine.
H. E. Brown, Bureau of Chemistry.

Mr. Hugh T. O'Neale, Assistant Chief Clerk and Captain of the Watch, is designated Fire Marshall of the Department, under the immediate direction of the Chief Clerk. He is authorized to inspect all fire equipment, provide where possible for fire drills or for the organization of fire brigades, and report upon accumulations of trash, cluttered fire escapes, or any other condition constituting unnecessary fire risk. Where such conditions are found to exist, they will be called to the attention of the Chief of the Bureau concerned, who will take immediate steps to correct them.

Fire extinguishers should be provided in all laboratories where chemical work is conducted, and in such other locations as the Fire Marshall may deem necessary. In addition, laboratories in which use is made of highly inflammable substances should be provided with sand buckets and blankets.

No awnings should be placed on windows where, in the opinion of the Fire Marshall, they obstruct free passage on fire escapes; and the parking of automobiles or other vehicles under the drop ladders of fire escapes is prohibited.

The installation of fire hose in all buildings, so far as practicable, and of fire pumps where the number of employees would make this desirable, is under consideration.

The Mechanical Experimentant has been instructed to place plainly printed signs at approaches to fire escapes, and to install red lights where the illumination is poor or the approach to fire escapes dark or narrow.

The Mechanical Experimentant will equip all electrically heated irons and presses with signal lamps to show when the current is on, and switches will be instructed to turn off the current when these signal lamps are found

DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

December 24, 1921.

~~MEMORANDUM NO.~~

Fire Protection of Department Buildings.

Pursuant to the report of the Committee on Fire Risks and Explosions,
The following employees of the Department are appointed a permanent fire committee with instructions to make yearly inspections of all Department buildings and recommend measures to reduce or eliminate unusual fire hazards:

R. M. Reese, Chief Clerk of Department (Chairman).
W. E. Becker, Chief Electrician.
W. W. Stockberger, Bureau of Plant Industry.
R. V. Bailey, Bureau of Markets and Crop Estimates.
H. R. Brown, Bureau of Chemistry.

Mr. Hugh T. O'Neale, Assistant Chief Clerk and Captain of the Watch, is designated Fire Marshal of the Department, under the immediate direction of the Chief Clerk. He is authorized to inspect all fire equipment, provide where possible for fire drills or for the organization of fire brigades, and report upon accumulations of trash, obstructed fire escapes, or any other condition constituting unnecessary fire risk. Where such conditions are found to exist, they will be called to the attention of the chief of the bureau concerned, who will take immediate steps to correct them.

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No awnings should be placed on windows where, in the opinion of the Fire Marshal, they obstruct free passage on fire escapes; and the parking of automobiles or other vehicles under the drop ladders of fire escapes is prohibited.

The installation of fire hose in all buildings, so far as practicable, and of fire gongs where the number of employees would make this desirable, is under consideration.

The Mechanical Superintendent has been instructed to place plainly printed signs at approaches to fire escapes, and to install red lights where the illumination is poor or the approach to fire escapes dark or narrow.

The Mechanical Superintendent will equip all electrically heated irons and presses with signal lamps to show when the current is on, and watchmen will be instructed to turn off the current when these signal lamps are found

DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D. C.

January 20, 1932.

Mr. J. H. ...

Chief of the Bureau of Land Management.

Dear Sir:

I refer to the letter of the 11th inst. on the matter of the
protection of the ... in connection with the
... of the Department. The Secretary will appreciate it
if you will please take the whole matter, issuing such instructions
as may be necessary to protect the personal and property of the
Department. Of course, I will be glad to cooperate with you on
this matter in any way possible.

Sincerely,

Administrative Assistant.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-11-83 BY SP-10

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

January 20, 1922.

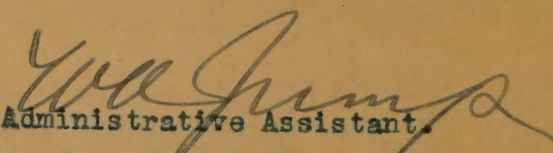
Mr. R. M. Reese,

Chief Clerk and Custodian of Buildings.

Dear Mr. Reese:

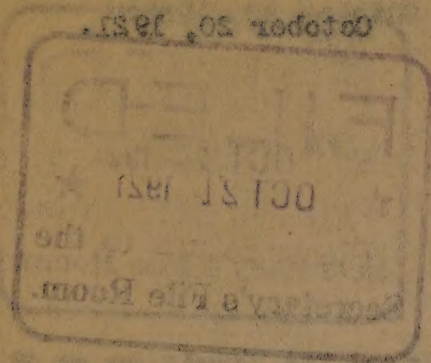
I return herewith the entire file on the matter of the prevention of fire, explosions, etc., in connection with the buildings of the Department. The Secretary will appreciate it if you will handle this whole matter, issuing such instructions as seem necessary to protect the personnel and property of the Department. Of course, I will be glad to cooperate with you on this matter in any way you may wish.

Sincerely,


Administrative Assistant.

Enc.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



Dr. W. F. Steadberger,

Bureau of Plant Industry.

Dear Dr. Steadberger:

The Secretary directs me to acknowledge the receipt of your memorandum of October 19 and the accompanying report of the Committee on Fire and Explosion Risks in the Buildings of this Department. The Secretary wishes me to thank you and the other members of this committee for the very thorough attention which has been given to this matter. The recommendations of the committee are being carefully considered and appropriate action will be taken promptly.

Very truly yours,

W. A. Ljung
Administrative Assistant.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

G

October 20, 1921.

Dr. W. W. Stockberger,

Bureau of Plant Industry.

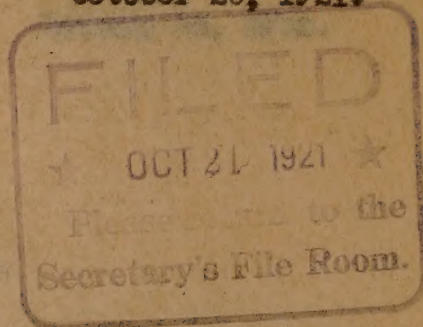
Dear Dr. Stockberger:

The Secretary directs me to acknowledge the receipt of your memorandum of October 19 and the accompanying report of the Committee on Fire and Explosion Risks in the Buildings of this Department. The Secretary wishes me to thank you and the other members of this committee for the very thorough attention which has been given to this matter. The recommendations of the committee are being carefully considered and appropriate action will be taken promptly.

Very truly yours,

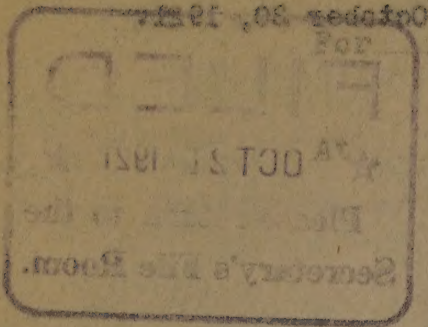
W. A. Jump

Administrative Assistant.



DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY
WASHINGTON



Mr. H. M. Reese,
Order Clerk.
Dear Mr. Reese:

I am transmitting herewith the report of the Committee on Fire

and Explosion Risks in the Buildings of this Department. The Secre-
tary requests that you give careful consideration to the information

contained in this report and to the recommendations and suggestions

of the committee. He will be glad to issue any instructions necessary

to carry out every possible precaution against fire and explosion in
the Department.

Very truly yours,

W. A. Jamp

Administrative Assistant

TOTAL

To be signed by Officer
entitled to purchase
property

(Title)

This Duplicate, when signed, must be mailed immediately to the Accounting Division, U. S. General Administration, Wash-
ington, D. C.

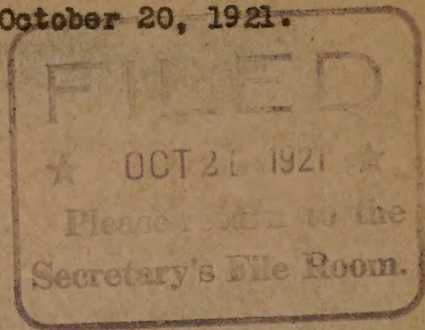
DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

G

October 20, 1921.

Mr. R. M. Reese,
Chief Clerk.

Dear Mr. Reese:



I am transmitting herewith the report of the Committee on Fire and Explosion Risks in the Buildings of this Department. The Secretary requests that you give careful consideration to the information contained in this report and to the recommendations and suggestions of the committee. He will be glad to issue any instructions necessary to carry out every possible precaution against fire and explosions in the Department.

Very truly yours,

W. A. Jump

Administrative Assistant.

Enc.

ACCOUNTING DIVISION'S COPY

ORDER No. B 13660

(Name of State)

At

(Date)

To

Address

Deliver at once to

Address

TOTAL

To be signed by Officer
authorized to make
purchases.

(Title)

This Duplicate, when signed, must be mailed immediately to the Accounting Division, U. S. Fuel Administration, Washington, D. C.

CHIEFS OF BUREAUS, DIVISIONS AND OFFICES:

1. The following employees of the Department are appointed a permanent fire committee with instructions to make yearly inspections of all Department buildings and make recommendations to reduce and eliminate unusual fire risk:

R. M. Reese, Chief Clerk of Department.
W. E. Becker, Chief Electrician.
W. W. Stockberger, Bureau of Plant Industry.
R. V. Bailey, Bureau of Markets and Crop Estimates.
H. R. Brown, Bureau of Chemistry.

2. Mr. Hugh T. O'Neale, Assistant Chief Clerk and Captain of the Watch, is designated Fire Marshal of the Department. He is authorized to inspect all fire equipment, provide where possible for fire drills or for the organization of fire brigades, to report upon accumulations of trash, obstructed fire escapes and any other condition constituting unnecessary fire risk. He will report to the Chief Clerk of the Department, who will call ^{the} attention of the bureau concerned to the conditions ^{reported upon,} ~~involving fire risk~~ whereupon the bureau will take immediate steps to correct them.

3. Watchmen will be required to look for and turn off all gas burners left burning after office hours unless such burners are clearly indicated with a placard bearing the words "DO NOT TURN OFF". Uniform placards of this kind can be secured from the Chief Clerk of the Department.

4. The evaporation of ether, carbon disulphid, petroleum ether, benzene or other highly inflammable volatile liquids should not be carried on in an oven, even though it be electrically heated, except under vacuum. Laboratories in which use is made of highly inflammable substances should be provided with sand buckets and blankets.

Secretary.

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Secretary.

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Secretary.

December 1941.

CHIEFS OF BUREAUS, DIVISIONS AND OFFICES:

1. The following employees of the Department are appointed as permanent fire committee with instructions to make yearly inspections of all Department buildings and make recommendations to reduce or eliminate unnecessary fire risks:

H. M. Brown, Chief Clerk of Department.
W. E. Brown, Chief Electrician.
W. W. Stockmeyer, Bureau of Plant Industry.
H. V. Bailey, Bureau of Markets and Crop Estimates.
H. E. Brown, Bureau of Chemistry.

2. Mr. Hugh E. O'Hara, Assistant Chief Clerk and Captain of the Watch, is designated fire marshal of the Department. He is authorized to inspect all fire equipment, provide where possible for fire drills or for the organization of fire brigades, to report upon accumulations of trash, obstructed fire escapes and any other conditions constituting unnecessary fire risk. He will report to the Chief Clerk of the Department, who will call the attention of the Bureau concerned to the conditions reported upon, whereupon the Bureau will take immediate steps to correct them.

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December 1921.

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W. E. Becker, Chief Electrician.
W. W. Stockberger, Bureau of Plant Industry.
R. V. Bailey, Bureau of Markets and Crop Estimates.
H. R. Brown, Bureau of Chemistry.

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

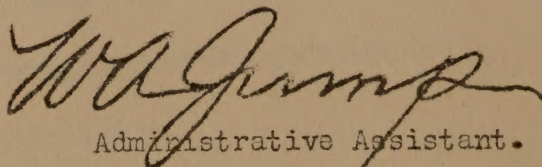
August 22, 1921.

CIRCULAR NO. 79.

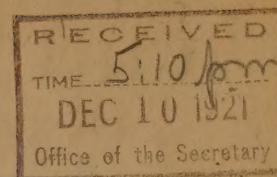
The Secretary is appointing a committee to make a survey of all the buildings occupied by the Department, particularly laboratories, with a view to taking such steps as may be necessary to guard against explosions and fires. The committee will go into the whole question of fire and explosion risk in the several buildings occupied by the Department, determining especially the amount of explosives, highly inflammable or otherwise dangerous substances, on hand, the location of such materials, the care taken in handling them, and such other factors as should be considered. The committee will be composed of the following:

Dr. W. W. Stockberger, of the Bureau of Plant Industry,
Chairman,
Mr. P. L. Gile, of the Bureau of Soils,
Mr. C. C. McDonnell, of the Insecticide and Fungicide
Board,
Mr. D. J. Price, of the Bureau of Chemistry,
Mr. C. T. Forster, of the Office of Inspection.

It is requested that the various bureaus and offices assist in any manner possible, in order that the survey may be thorough and yet consume the minimum amount of time.


Administrative Assistant.

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF CHIEF CLERK,
WASHINGTON, D. C.



December 5, 1921.

MEMORANDUM FOR THE SECRETARY:

Reference is made to the report with respect to fire and explosion risk made to you by a committee on which Dr. W. W. Stockberger was chairman. I have to report as follows upon the various recommendations made by this committee:

OK 1. That a permanent Fire Committee of five members be appointed, which shall include the Chief Electrician of the Department, and also the Chief Clerk as member ex officio, with instructions to make a yearly inspection of the Department buildings, and to recommend measures to reduce or to eliminate unusual or unnecessary fire risks.

OK Reese to be Chairman Appointment of the following employees of the Department on this committee is recommended--Mr. R. M. Reese, Chief Clerk of Department, Dr. W. W. Stockberger, Physiologist in Charge, Drug, Poisonous and Oil Plant Investigations, Mr. R. V. Bailey, Assistant to the Chief, Bureau of Markets and Crop Estimates, Mr. H. R. Brown, Assistant in Dust Explosions, Bureau of Chemistry, and Mr. W. E. Becker, Chief Electrician.

OK 2. That a Fire Marshal be designated by the Chief Clerk of the Department, and authorized under his direction to inspect all fire equipment, provide for fire drills, and carry out the recommendations of the Fire Committee when approved by the Secretary.

OK Mr. Hugh T. O'Neale, Assistant Chief Clerk and Captain of the Watch has been designated Fire Marshal.

3. That the Motion Picture Laboratory, including the stored films be removed from the basement of the Bieber Building and housed where other Government property will not be injured.

+ OK A proposal from the Boyle-Robertson Construction Company is expected daily for the construction of a separate building to house the Motion Picture Laboratory and Illustrations Section.

4. That the cotton stored on the top floor of the Bieber Building, and on the several floors at 221 Linworth Place

✓ OK, to be done as soon as possible
be removed from these buildings and stored in the building at 220 Linworth Place or preferably in some fire-proof structure at Arlington Farm, and that the offices now occupying several floors at 220 Linworth Place be transferred to other quarters. It is the sense of the Committee that no offices not directly connected with the cotton work should occupy quarters in a building where cotton is stored.

I strongly concur in the recommendation that the cotton referred to be stored in a fire proof structure on the Arlington Farm. The recommendation of the committee that it be stored in 220 Linworth Place cannot be carried out under existing conditions.

OK
5. That a fire organization be established in each building, the members thereof to be assigned to specific duties in case of fire and drilled therein.

* The Fire Marshal is instructed to proceed as far as possible in the organization of fire drills or brigades in each bureau.

OK for working out
6. That the Grain Standardization Laboratory, of the Bureau of Markets, now occupying rooms in the West Wing, be removed from the building. This laboratory was the scene of a disastrous explosion and fire on May 20, 1921, and continues to be a menace to the safety of both employees and irreplaceable records and collections in its vicinity.

✓ The committee's recommendation that this laboratory be removed from the West Wing should be supplemented by a requirement that it be removed to a fire proof building on the Arlington Farm.

OK
7. That the installation of fire hose be extended to all buildings so far as practicable, and fire gongs where the number of employees would make the same desirable.

* The Fire Marshal will be instructed to consider and report upon the possibility of installing such equipment in all buildings where it is not now provided.

OK
8. That in addition to plainly printed signs, red lights be installed at the approaches to fire escapes in all buildings where the illumination is poor or the approaches to fire escapes dark or narrow.

* The Mechanical Superintendent has been instructed to see that this be done.

OK
9. That all electrically heated irons and presses be equipped with signal lamps to show when the current is on and that watchmen be instructed to look for these signals after office hours, and when found to turn off current.

be removed from these buildings and stored in the building at 230 Lincoln Place or preferably in some fire-proof structure at Arlington Farm, and that the offices now occupying several floors at 230 Lincoln Place be transferred to other quarters. It is the sense of the committee that no offices not directly connected with the cotton work should occupy quarters in a building where cotton is stored.

I strongly concur in the recommendation that the cotton be removed to be stored in a fire proof structure on the Arlington Farm. The recommendation of the committee that it be stored in 230 Lincoln Place cannot be carried out under existing conditions.

5. That a fire organization be established in each building. The members thereof to be assigned to specific duties in case of fire and drilled therein.

The Fire Marshal is instructed to proceed as far as possible in the organization of fire drills or brigades in each bureau.

6. That the main Standardization Laboratory, of the Bureau of Markets, now occupying room in the West Wing, be removed from the building. This laboratory was the scene of a disastrous explosion and fire on May 20, 1931, and continues to be a menace to the safety of both employees and irreplaceable records and collections in its vicinity.

The committee's recommendation that this laboratory be removed from the West Wing should be supplemented by a requirement that it be removed to a fire proof building on the Arlington Farm.

7. That the installation of fire hose be extended to all buildings so far as practicable, and fire gangs where the number of employees would make the same desirable.

The Fire Marshal will be instructed to consider and report upon the possibility of installing such equipment in all buildings where it is not now provided.

8. That in addition to plainly printed signs, red lights be installed at the approaches to fire escapes in all buildings where the illumination is poor or the approaches to fire escapes dark or narrow.

The Mechanical Superintendent has been instructed to see that this be done.

9. That all electrically heated floors and presses be equipped with signal lamps to show when the current is on and that watchmen be instructed to look for these signals after office hours, and when found to turn off current.

The Mechanical Superintendent has been instructed to inquire into this and so far as practicable to install signal lamps. 379570

10. That fire extinguishers be provided in all laboratories where chemical work is conducted, and in such other locations as the Fire Marshal may deem necessary, and that in addition sand buckets and blankets be provided in laboratories in which use is made of highly inflammable substances, such as ether, carbon disulphid, benzene, etc.

The Fire Marshal will be instructed to report where in his opinion additional fire extinguishers should be provided. Bureaus are instructed in Memorandum No. _____ to provide sand buckets and blankets in laboratories using highly inflammable substances.

11. That "dead" electrical wires be removed from all buildings as soon as practicable.

The removal of dead electric wires from all buildings has been going on for some time and is continuing. The Mechanical Superintendent has been instructed to give this matter special attention.

12. That awnings be removed from windows where in the opinion of the Fire Marshal such awnings obstruct free passage on fire escapes, and that the parking of automobiles or other vehicles under the drop ladder of fire escapes be prohibited.

The Fire Marshal is instructed to report obstructions preventing free passage to fire escapes.

13. That watchmen be required to look for and turn off all gas burners left burning in laboratories after office hours, unless such burners are clearly indicated by a placard bearing the words, "Do Not Turn Off." Uniform placards for this purpose to be supplied by the Chief Clerk's Office.

Instructions to bureaus under this head have been included in Memorandum No. _____.

14. That immediate steps be taken to increase the available water supply at Arlington Farm, for much of the time under present conditions the water pressure is so low that the fire hose would be useless in case of need. The buildings at the Farm are inaccessible to the city fire fighting force, and many of them are of frame construction; consequently, the danger of loss in case of fire is very great.

I am informed by Mr. Butterfield in charge of the Arlington Farm that this matter has been under consideration for two or three years. Tentative arrangements were made to connect the Farm by a pipe with the Fort Myer water supply but the War Department blocked this plan by its refusal to furnish the water on account of the increasing demand at Fort Myer. It is now proposed, if I understand Mr. Butterfield

The Mechanical Superintendent has been instructed to inquire into this and so far as practicable to install alarm lamps.

10. That fire extinguishers be provided in all laboratories where chemical work is conducted, and in such other locations as the Fire Marshal may deem necessary, and that in addition sand buckets and blankets be provided in laboratories in which use is made of highly inflammable substances, such as ether, carbon disulfide, benzene, etc.

The Fire Marshal will be instructed to report where in his opinion additional fire extinguishers should be provided. Persons are instructed in Memorandum No. _____ to provide sand buckets and blankets in laboratories using highly inflammable substances.

11. That "dead" electrical wires be removed from all buildings as soon as practicable.

The removal of dead electric wires from all buildings has been going on for some time and is continuing. The Mechanical Superintendent has been instructed to give this matter special attention.

12. That windows be removed from windows where in the opinion of the Fire Marshal such removals obstruct free passage on fire escapes, and that the parking of automobiles or other vehicles under the drop ladder of fire escapes be prohibited.

The Fire Marshal is instructed to report obstructions preventing free passage to fire escapes.

13. That watchmen be required to look for and turn off all gas burners left burning in laboratories after office hours, unless such burners are clearly indicated by a placard during the work. "Do Not Turn Off." Similar placards for this purpose to be supplied by the Chief Clerk's Office.

Instructions to persons under this head have been furnished in Memorandum No. _____.

14. That immediate steps be taken to increase the available water supply at Arlington House, for much of the time under present conditions the water pressure is so low that the fire hose would be useless in case of need. The buildings at the Fair are inaccessible to the city fire fighting force, and many of them are of frame construction; consequently, the danger of loss in case of fire is very great.

I am informed by Mr. Butterfield in charge of the Arlington House that this matter has been under consideration for two or three years. Tentative arrangements were made to connect the house by a line with the Potomac water supply but the War Department blocked this plan by its refusal to furnish the water on account of the increasing demand at Fort Myer. It is now proposed, it is understood, to install

correctly, to connect the Farm with a water main which will be carried across the Key Bridge when completed. The suggestion made to Mr. Butterfield that the river water be pumped into a stand pipe on the Farm for use in case of fire was not acceptable for the reason that river water cannot be used for feeding stock or for some classes of experimentation and objection is found to having two water systems throughout the buildings.

OK
15. That additional provision be made for the safe storage outside of laboratory buildings of supplies of highly inflammable materials, except such quantities as are necessary for current use. The large quantities of inflammables now stored in many of the laboratories, as shown by the summary on page 3 of the Appendix to this report, make it imperative that this recommendation be given special consideration.

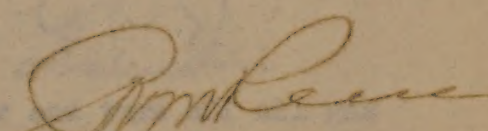
OK
The requirements for such storage as far as I can learn them appear to involve construction of a concrete or hollow tile cell or vault partly or entirely underground since any building on the surface becomes too hot in mid-summer. Attention is invited to the fact that the Comptroller has twice ruled against the construction on the grounds of this Department of any structure whatever without specific authority from Congress. In the light of these decisions I am not willing to proceed with the construction of a vault unauthorized, and I recommend that specific authority without appropriation be asked of Congress in the following terms:

✓
"That the Secretary of Agriculture be and he is hereby authorized to construct in the grounds of the Department of Agriculture at a point to be selected by him a vault for the safe storage outside of laboratories and buildings of supplies of highly inflammable material, the cost of such vault to be prorated among the bureaus occupying the space therein."

OK
16. That the evaporation of ether, carbon disulphid, petroleum ether, benzene or other highly inflammable volatile liquids, should not be carried on in an oven, even though it be electrically heated, except under vacuum.

This is covered in Memorandum No. ____ prepared for your signature.

Respectfully yours,


Chief Clerk.

correctly, to connect the farm with a water main which will be carried across the Key Bridge when completed. The suggestion made to Mr. Butterfield that the river water be pumped into a stand pipe on the farm for use in case of fire was not acceptable for the reason that river water cannot be used for feeding stock or for some classes of experimentation and objection is found to having two water systems throughout the buildings.

15. That additional provision be made for the safe storage outside of laboratory buildings of supplies of highly inflammable materials, except such quantities as are necessary for current use. The large quantities of inflammables now stored in many of the laboratories, as shown by the summary on page 3 of the Appendix to this report, make it imperative that this recommendation be given special consideration.

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"That the Secretary of Agriculture be and he is hereby authorized to construct in the grounds of the Department of Agriculture at a point to be selected by him a vault for the safe storage outside of laboratories and buildings of supplies of highly inflammable material, the cost of such vault to be provided among the Bureau economy in the space therein."

16. That the evaporation of ether, carbon disulfide, petroleum ether, benzene or other highly inflammable volatile liquids, acids, not be carried on in an oven, even though it be electrically heated, except under vacuum.

This is covered in Memorandum No. _____ prepared for your signature.

Respectfully yours,

Chief Clerk



DEPARTMENT OF AGRICULTURE
WASHINGTON

December 1921.

CHIEFS OF BUREAUS, DIVISIONS AND OFFICES:

1. The following employees of the Department are appointed a permanent fire committee with instructions to make yearly inspections of all Department buildings and make recommendations to reduce or eliminate unusual fire risks:

R. M. Reese, Chief Clerk of Department, 3/
W. E. Becker, Chief Electrician.
W. W. Stockberger, Bureau of Plant Industry.
R. V. Bailey, Bureau of Markets and Crop Estimates.
H. R. Brown, Bureau of Chemistry.

2. Mr. Hugh T. O'Neale, Assistant Chief Clerk and Captain of the Watch, is designated Fire Marshal of the Department. He is authorized to inspect all fire equipment, provide where possible for fire drills or for the organization of fire brigades, ^{and} to report upon accumulations of trash, obstructed fire escapes, ^{or} and any other condition constituting unnecessary fire risk. He will report to the Chief Clerk of the Department, who will call the attention of the bureau concerned to the conditions reported upon, whereupon the bureau will take immediate steps to correct them. *obstruction*

3. Watchmen will be required to look for and turn off all gas burners left burning after office hours unless such burners are clearly indicated with a placard bearing the words "DO NOT TURN OFF". Uni-

form placards of this kind can be secured from the Chief Clerk of the Department.

4. The evaporation of ether, carbon disulphid, petroleum ether, benzene or other highly inflammable volatile liquids should not be carried on in an oven, even though it be electrically heated, except under vacuum. Laboratories in which use is made of highly inflammable substances should be provided with sand buckets and blankets.

Secretary.

Very truly yours,

W. B. Stockinger

Chemologist in Charge of Eng.,
Gasoline and Oil Plant Investigations.

form of acids of this kind can be secured from the distillate of the

distillation.

4. The evaporation of ether, carbon disulfide, petroleum ether,

benzene or other highly inflammable volatile liquids should not be

carried on in an open, even though it be electrically heated, except

under vacuum. Apparatus in which use is made of highly inflammable

substances should be provided with good joints and flanges.

Secretary.

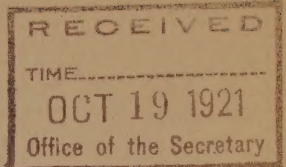
UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PLANT INDUSTRY

WASHINGTON

S-F

DRUG, POISONOUS, AND OIL PLANT
INVESTIGATIONS



October 19, 1921.

MEMORANDUM FOR MR. JUMP.

Dear Mr. Jump:

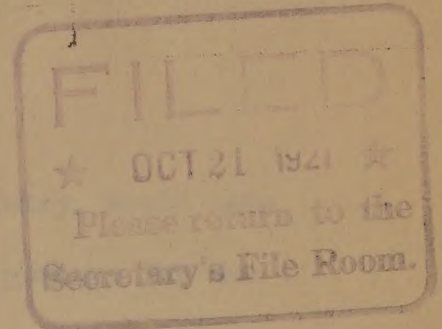
I am returning to you Mr. Reese's
Memorandum, dated July 31, 1921, regarding the appoint-
ment of a Committee on Fire and Explosion Risks, and
correspondence relative thereto.

Very truly yours,

W W Stockinger

Physiologist in Charge of Drug,
Poisonous and Oil Plant Investigations.

Enclosures.



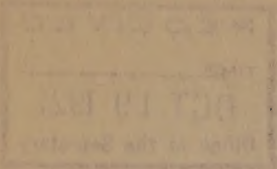
UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PLANT INDUSTRY

WASHINGTON

2-7

TRIAL THROUGH AND OF PLANT
INVESTIGATION



October 19, 1921.

MEMORANDUM FOR MR. LUTY.

Dear Mr. Luty:

I am returning to you Mr. Bess's
Memorandum, dated July 31, 1921, regarding the
need of a committee on fire and explosion tests, and
correspondence relative thereto.

Very truly yours,

W. S. S. S. S.

Specialist in Charge of Bureau,
Potomac and Oil Plant Investigation.

Enclosure.

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF CHIEF CLERK,
WASHINGTON, D. C.

July 31, 1921.

MEMORANDUM FOR MR. JUMP.

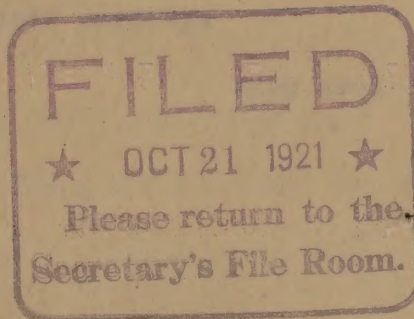
Dear Mr. Jump:

Too busy with his new work

I think W.W. Skinner, of the Bureau of Chemistry, would make a good chairman for this committee. I think that perhaps for the purpose of this investigation the committee should be limited to scientific men. They are, I believe, the best judges as to quantities of explosive chemicals that should be kept in laboratories, and best qualified to say how it should be safe-guarded. I do not think I should be chairman of the committee but that the scientific gentlemen should have an entirely free hand in studying this problem. If they consider the explosion in the West Wing they will have a proper appreciation of the risks which are involved at all times in handling and keeping these explosive chemicals and should be qualified to express an opinion as to how they should be handled and safe-guarded.

Very truly yours,

Wm Reese
Chief Clerk.



(Inclosure)

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF CHEST TITLES
WASHINGTON, D.C.

July 31, 1931.

RECEIVED FOR MR. JONES

Dear Mr. Jones:

I think W.W. Skinner, of the Bureau of Chemistry, would make

a good chairman for this committee. I think that perhaps for the

purpose of this investigation the committee should be limited to

scientific men. They are, I believe, the best judges as to questions

of explosive chemicals that should be kept in laboratories, and that

confined to say how it should be safe-guarded. I do not think I

would be able to do the work of the committee but that the scientific committee

should have an entirely free hand in studying this problem. It may

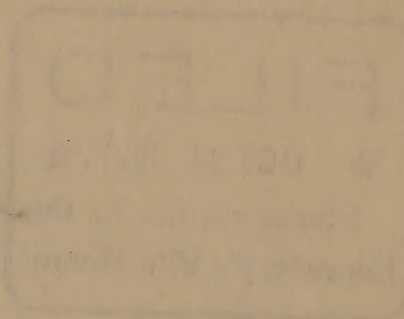
consider the question of the best time they will have a report

submitted at the time when are involved as all cases in handling

and testing these explosive chemicals and should be qualified to

express an opinion as to how they should be handled and safe-guarded.

Very truly yours,



(Enclosure)

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF CHIEF CLERK,
WASHINGTON, D. C.

July 28, 1921.

Dear Mr. Jump:

Suggestions for this committee are:

Bureau of Animal Industry

Marion Dorset or
James A. Emery

Bureau of Plant Industry

W.W. Stockberger *Chairman*

Bureau of Chemistry

Ed J. Price
W.W. Skinner

Bureau of Soils

P.L. Gile

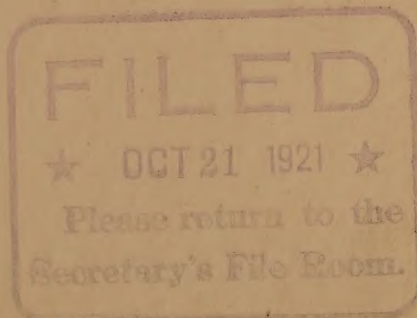
Insecticide Board

C.C. McDonnell

It occurs to me that perhaps the chiefs of the Bureaus mentioned might wish to nominate a man of their own selection. If five are too many a committee composed of Messrs. Stockberger, Skinner and Gile, or Stockberger, Skinner and McDonnell would be a good one. I recommend a committee of five to cover the scientific bureaus fairly well--at least the bureaus using chemicals largely.

Very truly yours,

Wm Reese
Chief Clerk.



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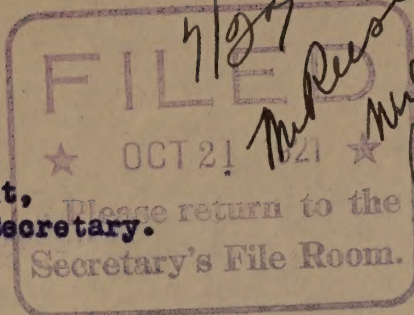
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UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON

OFFICE OF CHIEF OF BUREAU

July 26, 1921.

Mr. W. A. Jump,
Administrative Assistant,
Office of the Secretary.



Dear Mr. Jump:

Referring to your letter transmitting Mr. Reese's memorandum containing certain recommendations as a result of the explosion and fire which occurred May 20, 1921, in Room 109, West Wing, the detailed report of this occurrence, and correspondence relating thereto, I inform you that this Bureau is in entire accord with the recommendations of Mr. Reese. It is suggested that Dr. W. W. Stockberger, Physiologist in Charge of Drug and Poisonous Plant Investigations, serve as representative of this Bureau on the proposed committee of scientific employees to make a survey of all laboratories in Department buildings with a view to determining the amount of explosive chemicals on hand, the location of such explosives, and the care taken in handling them. All papers are returned herewith.

Very truly yours,

W. A. Taylor

Chief of Bureau.

Enclosures.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON

2

RECEIVED BY BUREAU OF PLANT INDUSTRY

July 26, 1921.

Mr. W. A. Jupp,
Administrative Assistant,
Office of the Secretary.

Dear Mr. Jupp:

Referring to your letter transmitting Mr. Heese's memorandum containing certain recommendations as a result of the explosion and fire which occurred May 20, 1921, in Room 109, West Wing, the detailed report of this occurrence, and correspondence relating thereto, I inform you that this Bureau is in entire accord with the recommendations of Mr. Heese. It is suggested that Dr. W. W. Stockberger, Physiologist in Charge of Insect and Poisonous Plant Investigations, serve as representative of this Bureau on the proposed committee of scientific employees to make a survey of all laboratories in Department buildings with a view to determining the amount of explosive chemicals on hand, the location of such explosives, and the care taken in handling them. All papers are returned herewith.

Very truly yours,

Chief of Bureau.

Enclosures.

Mr. O'Neil of Secy's office

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS
WASHINGTON, D. C.

June 14, 1921.

Chas. J. Snow

MEMORANDUM FOR MR. SNOW:

Dear Mr. Snow:

In line with our conversation this morning, and in line with your memorandum to Mr. O'Neil of the Secretary's office under date of June 11, please find attached copy of a memorandum addressed to Dr. Taylor in the matter of Dr. Taylor's recommendation that we move from our present quarters our Grain Standardization laboratory in the West Wing. Mr. Livingston has signed the memorandum to Dr. Taylor. It is going forward today in the mail.

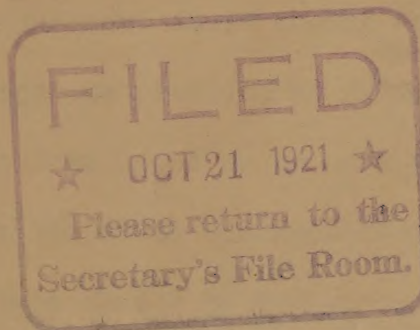
Very truly yours,

H. J. Besley

In Charge, Grain Division.

HJB/MG

enclosure.



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

June 1, 1917

Dear Sir:

Very

Sincerely,

John D. Hays, Secretary

Enclosed for you are two copies of a report

of the progress of the work of the

Department of Agriculture during the

year ending March 31, 1917.

The report is in two parts, one

covering the work of the Department

as a whole, and the other covering

the work of the various bureaus.

I am, Sir, very respectfully,

Your obedient servant,

John D. Hays

Secretary

Enclosure

Very truly yours,

John D. Hays

Secretary

Enclosure

Very truly yours,

John D. Hays

Secretary

Enclosure

Very truly yours,

John D. Hays

Secretary

Enclosure

Very truly yours,

John D. Hays

Secretary

Enclosure

Very truly yours,

John D. Hays

Secretary

Enclosure

COPY

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON

May 20, 1921.

Memorandum for the Secretary

Dear Mr. Secretary:

An explosion occurred in the Grain Standardization Laboratory of the Bureau of Markets in the West Wing shortly before noon today, causing considerable damage to the building and its contents. Not only on account of the explosion and the possibility of arepetition but also on account of the noise incident to the operation of some of the equipment and the objectionable fumes which emit from this laboratory and interfere with the efficiency of workers, I strongly recommend that other quarters be provided for the Grain Standardization Laboratory. In my judgment these should be in some isolated, concrete building such as might be provided at Arlington Experimental Farm where similar explosions could do no harm to any work of the Department other than the Grain Standardization unit. It is out thought that work of this type should be housed in an isolated and relatively inexpensive building; some of the equipment in that laboratory is of too noisy and dangerous nature to be housed in a building as expensive as the West Wing, to say nothing of the risk of losing valuable records stored in offices of the Bureau of Plant Industry. The Grain Standardization Laboratory is now housed on the first floor, on the north side of the corridor running east and west. On this same floor, on the same side of the corridor, just a short distance west of the Laboratory is

FILED

★ OCT 21 1921 ★

Please return to the
Secretary's File Room.

the Office of Crop Physiolog of this Bureau, where there are records regarding citrus crosses, date instructions and other data regarding plant work which are invaluable and could not in any way be duplicated if destroyed. Across the corridor from the quarters occupied by the Grain Standardization Laboratory is the Bureau Library, with its indexes and valuable collection of agriculturalworks which it has taken years to acquire and many of these it would be impossible to duplicate.

Very respectfully,

(Signed) Wm. A. TAYLOR

Chief of Bureau.

The Office of the Director of this Bureau, under the direction
of the Director, has the honor to acknowledge the receipt of
your letter of the 10th inst. and in reply to inform you that
the same has been forwarded to the proper authorities for their
consideration. The Bureau is not in a position to make any
statement at this time as to the result of the investigation.
Very respectfully,
Director

Enclosure

Very respectfully,

(Signed) W. A. RAYMOND

Chief of Bureau

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS

WASHINGTON, D. C. June 11, 1921.

MEMORANDUM FOR MR. O'NEIL.

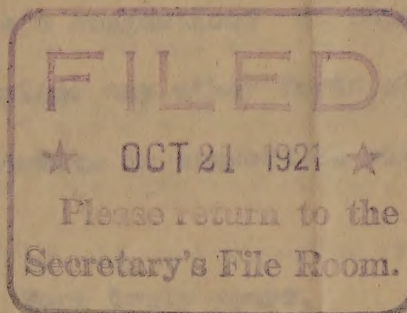
Dear Mr. O'Neil:

Referring to your inquiry over the telephone today concerning a reply to the Secretary's memorandum transmitting one from Dr. Taylor concerning the explosion and fire in the West Wing, I wish to state that Mr. Besley who has charge of our Grain Division, is taking the matter up, and that a memorandum from the Chief, will be sent to the Secretary the first of the week.

Very truly yours,

C. L. Snow

Administrative Assistant.



UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS
WASHINGTON, D. C. June 11, 1921

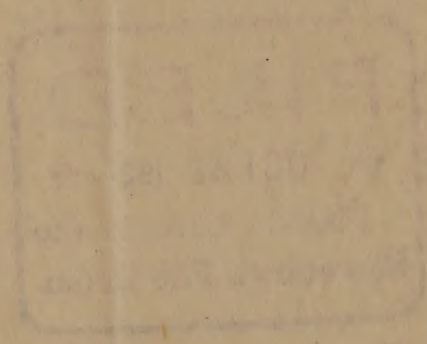
MEMORANDUM FOR MR. O'NEILL

Dear Mr. O'Neill:

Referring to your inquiry over the telephone today concerning a reply to the Secretary's memorandum transmitting one from Dr. Taylor concerning the explosion and fire in the West Wing, I wish to state that Mr. Healey who has charge of our Grain Division, is taking the matter up, and that a memorandum from the Chief, will be sent to the Secretary the first of the week.

Very truly yours,

C. J. Healey
Administrative Assistant



June 18, 1921.

Dr. Wm. A. Taylor,

Chief, Bureau of Plant Industry.

Dear Dr. Taylor:

Will you please note the attached memorandum dated June 4 from Mr. Reese, the Chief Clerk of the Department, to the Secretary, containing certain recommendations as a result of the explosion and fire which occurred May 20 in Room 109, West Wing. The detailed report also is attached, together with certain correspondence between your office and the Secretary and the Bureau of Markets, bearing on the same subject.

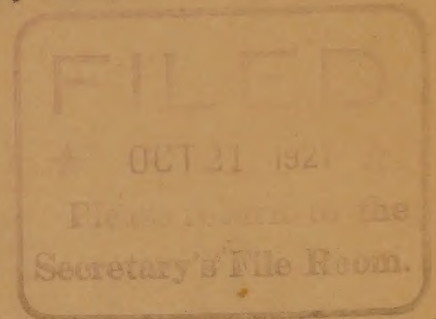
At your early convenience will you return this file with such comment and recommendation as you may care to make on Mr. Reese's suggestion? Of course, the Secretary will be glad to consider any other facts which you believe should be given attention in connection with the whole matter of fire protection.

Very truly yours,

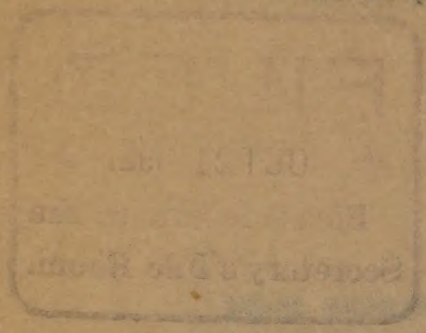
W. A. Jump

Administrative Assistant.

Follow up



June 16, 1931.



Dr. Wm. A. Taylor,

Chief, Bureau of Plant Industry.

Dear Dr. Taylor:

Will you please note the attached memorandum dated June 4 from Mr. Reese, the Chief Clerk of the Department, to the Secretary, containing certain recommendations as a result of the explosion and fire which occurred May 20 in Room 109, West Wing. The detailed report also is attached, together with certain correspondence between your office and the Secretary and the Bureau of Markets, bearing on the same subject.

At your early convenience will you return this file with such comment and recommendation as you may care to make on Mr. Reese's suggestion? Of course, the Secretary will be glad to consider any other facts which you believe should be given attention in connection with the whole matter of fire protection.

Very truly yours,

W. A. Taylor

Administrative Assistant.

W. A. Taylor

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF CHIEF CLERK,
WASHINGTON, D. C.

June 4, 1921.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

I transmit herewith report and testimony on the explosion and fire which occurred May 20, 1921, in room 109, West Wing.

As summarized by Mr. Forster, the cause of the explosion seems to be still undetermined.

I respectfully recommend that a committee of scientific employees of the Department be appointed to make a complete survey of all our laboratories with a view to determining the amount of explosive chemicals now on hand, its location, and the care taken in handling it. I may state that some years ago, before I became Chief Clerk, a committee consisting of Messrs. James E. Jones, L. M. Estabrook, and one other employee whose name I do not recall, made a survey of the Department buildings with respect to fire risk. One result of the report of this committee was the installation of the city fire alarm system on our buildings, which operated in the case of the recent fire, calling the city fire department. But since the date of that report the Department has expanded and laboratory work along with it. I am of the opinion that another survey should be made and made by scientific men.

I suggest further, the propriety of erecting in the bank at the west end of the West Wing, or the east end of the East Wing, or both, of small brick cells or vaults with iron doors for the storage

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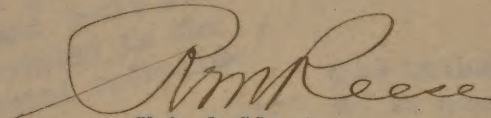
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Secretary's File Room.

of explosive and inflammable chemicals. The Bureau of Plant Industry now has a cell used for this purpose. Separate cells are preferable to one large room, in order that each bureau may have its stock under its independent control.

I respectfully recommend that if a committee of scientific men is appointed to consider this subject they take this suggestion into consideration.

I suggest reference of this file first to Dr. W. A. Taylor, Chief, Bureau of Plant Industry, whose bureau occupies largely the Department Building in which the explosion occurred, for his consideration and recommendation.

Respectfully,


Chief Clerk.

(Inclosure)

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now has a cell used for this purpose. Separate cells are provided
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Chief, Bureau of Plant Industry, whose bureau occupies largely the
Department building in which the explosion occurred, for his con-
sideration and recommendation.

Respectfully,


Chief Clerk

(Inclosure)

OFFICE OF THE SECRETARY OF AGRICULTURE

June 4, 1921.

Dear Mr. Reese:

For your information I am sending you herewith a copy of Mr. Forster's report on the fire which occurred in Room 109, West Wing, on May 20, 1921. As custodian of the buildings of the Department you will doubtless wish to consider Mr. Forster's suggestion that a general survey be made with the view of removing from buildings occupied by employees all surplus quantities of explosive materials and their storage, until actually needed in the laboratories, in special outbuildings.

It occurs to me that you, or the Finance Committee, might very properly suggest to the Secretary that an appropriate committee of our scientific employees be appointed to survey all of our laboratories in Washington for the purpose of determining whether any unnecessary fire or explosion risks exist therein.

Very truly yours,

FILED

Alex. McC. Ashley
Inspector.

★ OCT 21 1921 ★

Please return to the
Secretary's File Room.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

June 3, 1921.

MEMORANDUM FOR INSPECTOR IN CHARGE:

Dear Mr. Ashley:

About noon Friday, May 20, 1921, an electric oven, located in room 109, West Wing, Department of Agriculture, used in carrying on certain experiments, exploded resulting in a fire that caused between \$1,000 and \$1,500 damage. Two persons, a Mr. F. C. Fellows, and Mrs. Marion N. Housel, narrowly escaped with their lives. Rooms 108-109-110 and 111 in the Bureau of Plant Industry Building, generally called West Wing, or Laboratory B, are occupied by the Office of Grain Standardization Investigations, of the Bureau of Markets. Dr. D. A. Coleman, Investigator in Grain Standardization, is in immediate charge of this work under the supervision of E. G. Boerner, Grain Supervisor in the Bureau of Markets. There are employed in this project besides Dr. Coleman the following persons: Mr. F. C. Fellows, Scientific Assistant in Grain Standardization, Mr. Alfred Christie, Jr., Scientific Assistant in Grain Standardization, Mr. Howard B. Musser, Scientific Assistant in Grain Standardization, Mrs. Marion N. Housel, Clerk, Class I, Miss Esther L. Brown, Clerk, Class I, and Mrs. Mary H. Beacham, Messenger, (Skilled Laborer). Mr. F. C. Fellows was carrying on the experiment that caused the explosion and has been working on it since January, 1921.

The object of the experiment was to establish a rapid method for the determination of the percentage of linseed oil in flax seed in connection with grain standardization investigations.

The solution used to extract the oil from the flax seed consists of 12.5 parts of ethyl ether, commonly called ether, 12.5 parts of petroleum ether, better known as high grade gasoline, 5 parts of 95 per cent. grain alcohol, and one part of ammonia.

It appears that on Thursday, May 19, 1921, flaxseed in the form of meal was weighed out into glass tubes in the proportion of one part meal to four parts of solution. The tubes were tightly stoppered with cork stoppers and were placed in a shaking machine and agitated for a specified time. At the end of the prescribed period the tubes were removed from the agitating machine and the mixture allowed to settle.

Mr. Fellows further states that the next morning, Friday, May 20th, one-fourth of the solution added in the beginning was drawn off and placed in weighed flasks; that the glass flasks containing the mixture of solution and oil were allowed to stand while he removed a portion of the glassware which had been placed in the oven to dry; that at this point the regulator on the oven was standing at 80 degrees centigrade, or 176 degrees fahrenheit; that after removing a portion of the glassware the oven had cooled somewhat but not sufficiently for evaporating purposes, so the regulator

was adjusted to read approximately 65 degrees centigrade, or 149 degrees fahrenheit; that at the same time both doors of the oven were wide open in order to hasten cooling; that having cooled the oven sufficiently, the thermometer registering 40 degrees centigrade, or 104 degrees fahrenheit; at this particular instant the 20 glass flasks containing the mixture of petroleum ether, ethyl ether, alcohol, ammonia, and linseed oil, were placed in the oven and the doors closed; that the electric fan in the room was then started and the window opened wide in order that the fumes coming from the oven might better escape from the room.

Mr. Fellows further states that he then returned to his work bench in the main laboratory, which is in the room adjoining the one in which the oven was located; that very shortly thereafter, while he was drawing off some more of the solution belonging to the same experiment, he was startled by a disturbance in the room where the oven was located, which was immediately followed by a flash of flame that blew open the oven doors; that he heard two distinct explosions very close together, the first of which may have been caused, in his opinion, in three ways. First, the vapors coming from the solution in the glass flasks may have reached a certain proportion with sufficient heat so that the flash point or explosive point of the mixture may have been reached. Secondly, the thermo-regulator may not have been operating properly so that too high a heat resulted or a spark may have been generated inside of the oven causing the explosion. In the third place, as the vapors diffused (diffusion takes place equally in all directions) from the oven, sparks from the motor of the centrifuge might have caused the diffusing gases to unite and explode.

I might say in explanation that the centrifuge is a round, metal apparatus which is located on the floor directly in front of the oven that exploded. The inner part of the centrifuge is operated by a small electric motor, located just beneath the machine and which causes this inner part to move at the rate of 4,500 revolutions per minute. The centrifuge was being operated at the time of the explosion under the supervision of Mrs. Housel for the purpose of clarifying some wheat.

One theory advanced by Dr. Coleman, explaining the second explosion, sounds very plausible. Dr. Coleman thought that when the first explosion occurred, blowing the oven doors open, the balance of the liquid was forced out of the oven and on to something hot, evaporated, and in this manner exploded, or that it came in contact with a spark from the motor of the centrifuge. Dr. Coleman states that he has on several occasions seen sparks coming from this motor.

Dr. Coleman states that he had thirty to thirty-five pounds of ether in tin cans stored on shelves in the room in which the fire started; that there were about one hundred and twenty pounds of explosive matter in the room in which the fire started and in the laboratory adjoining this room.

That the practice of keeping a large amount of explosive material in a laboratory is unwise, is evident from Dr. Coleman's own words. Dr. Coleman states: "Good laboratory practice would make it wise to keep those things in a cool, preferably underground, compartment, because they boil by

putting them in your hand, especially ether, and for that reason, good sound laboratory practice would demand that these things be kept in a cool subcellar.

Dr. Coleman also states that ether boils at 37 degrees centigrade, or about 100 degrees fahrenheit, and that on a hot day when the temperature would reach 100 degrees fahrenheit or more in a room where ether was stored, there would be danger of it boiling and exploding if it was contained in tin cans.

Dr. Coleman further states that he spoke to Mr. Morrison, Administrative Assistant in the Grain Standardization Section, regarding the storage of alcohol and explosive materials; that a place was found to store the alcohol but no provision was made for the storage of the explosives.

The testimony developed that this electric oven was equipped with three or four vents to enable gases to escape, one of which was in the top of the oven; that some one had piled sacks of grain on top of the oven entirely covering this vent.

This seems to me to be rank carelessness and may have been a contributing cause of the explosion.

I find that Mr. Barghusen, Investigator in Agricultural Technology, of the Bureau of Markets, recommended some time ago that this work be transferred to Arlington Farm on account of the element of danger from explosion and fire.

Dr. Alsberg, Chief of the Bureau of Chemistry, was requested to give his opinion as to the cause of the fire, and he stated that in his opinion there were three possibilities: One, that the explosion may have been caused by exceeding the flash point. Two, that a spark from the thermometer regulator may have exploded the gases inside the oven, and third, that the heavy vapors from the oven may have settled near the floor at the centrifuge and ignited by a spark from the motor below the centrifuge, the flames following back through the vents into the oven.

Dr. Alsberg also stated that he considered it dangerous to do distillation work in such a confined space, such as the oven, and when informed that this had been the practice since January, 1921, stated that the men were lucky to have their heads.

Room 109, in which the fire occurred, is situated on the north side of the corridor, and has one window in the north side, one door in the south side opening into the corridor, one door in the east side opening into room 108, which is used as the clerical office of the project, and one door in the west side opening into room 110-111, which is used as the main laboratory. Information gathered, developed that when the experiment was started Friday morning, the door opening into the corridor and the door opening into room 108 were closed. This left the window and the door opening into the main laboratory as the only means of ventilation. The electric oven in which the

experiment was being carried on was located in the southeast corner of the room, directly in front of which and on the floor was located the centrifuge, and under this the motor that operated the centrifuge. By rearranging the room I believe the electric oven could have been placed on the north side of the room, next to the window, an exhaust fan could have been placed in the window and in this way the danger from fumes could have been lessened.

To my personal knowledge this is the second or third explosion or fire that has occurred in this project and it seems to me that to consider its removal from this building would be well worth while.

It also seems to me that it is imperative to take some action at the earliest possible date to find storage facilities outside of buildings occupied by employees, for surplus supplies of explosive materials that are not kept in laboratories.

As the fire risk in some of the buildings occupied by this Department is very great, I would suggest that a survey be made to determine how much explosive material is housed in laboratories that could with greater safety to life and property be stored more properly elsewhere.

The testimony developed the fact that several tin cans containing ether were stored on shelves in the room in which the explosion occurred and that they were knocked from the shelves on to the floor by streams of water used in fighting the fire, and the explosion of these cans of ether undoubtedly increased the intensity of the fire.

Very truly yours,

C. J. Farster

experiment was being carried on was located in the northeast corner of the room, directly in front of which and on the floor was located the centrifuge, and under this the motor that operated the centrifuge. In rearranging the room I believe the electric wires could have been placed on the north side of the room, next to the window, an experiment could have been placed in the window and in this way the danger from flames could have been removed.

To the personnel involved this is the second or third occasion on which that has occurred in this project and it seems to me that as a matter of fact the removal from this building would be well worth while.

It also seems to me that it is imperative to take some action at the earliest possible date to find storage facilities outside of building's occupied by employees, for purposes of explosive materials that are not kept in laboratories.

As the risk is some of the buildings occupied by this project is very great, I would suggest that a survey be made to determine how much explosive material is in use in laboratories that could with greater safety to life and property be stored in properly equipped.

The testimony developed the fact that several tin cans containing ether were stored on shelves in the room in which the explosion occurred and that they were removed from the shelves on the day of the explosion of water used in fighting the fire, and the location of these cans of ether undoubtedly increased the intensity of the fire.

Very truly yours,

C. J. Foster

INQUIRY IN REFERENCE TO THE EXPLOSION AND FIRE, ROOM 109,

WEST WING, May 20, 1921.

Dr. D. A. Coleman, witness.

MR. LUCAS: Were you present at the fire this morning?

DR. COLEMAN: Yes sir.

MR. LUCAS: Will you tell us what your business was in that room?

DR. COLEMAN: At the particular time the explosion occurred I was analyzing some flaxseed, estimating the amount of damaged kernels.

MR. LUCAS: Are you the only person who occupies that room?

DR. COLEMAN: Well, that room is not assigned to any one person; it is a general laboratory where the operators in the laboratory unit use from time to time, so it cannot be definitely stated that it is assigned to any one person.

MR. LUCAS. You were the only person using the room this morning?

DR. COLEMAN: No, there was Mrs. Housel at the same time.

MR. LUCAS: Will you explain to us just what occurred.

DR. COLEMAN: As far as I know. I was facing the North side of the building, and I heard a tremendous report; I turned around and saw

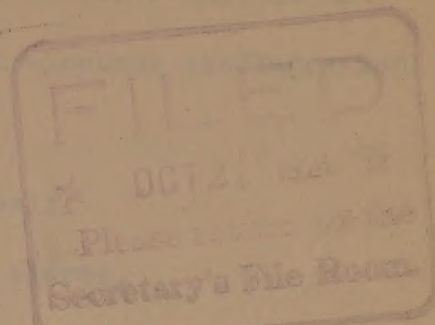


EXHIBIT IN CASE NO. 10 IN DISTRICT COURT, NEW YORK.

THE PEOPLE, vs. ED. LEE.

ED. LEE, Defendant.

THE PEOPLE, vs. ED. LEE.

ED. LEE, Defendant.

THE PEOPLE, vs. ED. LEE.

THE PEOPLE, vs. ED. LEE.

THE PEOPLE, vs. ED. LEE.

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THE PEOPLE, vs. ED. LEE.

a large sheet of flame burst out of an electric oven that we have in the Southeast corner of the room. Immediately afterwards there was a second explosion, and after that I left the room. That is all I know of the explosion proper, and from then on there was a tremendous conflagration.

MR. LUCAS: Did you turn in the alarm?

DR. COLEMAN: I turned in the alarm myself.

MR. LUCAS: You broke one of the glass alarms.

DR. COLEMAN: I broke the glass alarm at the east corner of the West Wing.

MR. LUCAS: Is that the Department alarm or the city Department?

DR. COLEMAN: I don't know.

MR. ELIFF: Was it on this end of the building?

DR. COLEMAN: This end.

MR. ELIFF: Then it was the city alarm.

MR. LUCAS: Were you using this oven which exploded first?

DR. COLEMAN: The oven was being used by another one of the men in the laboratory.

MR. LUCAS: What was his name?

DR. COLEMAN: Mr. Fellows, Mr. H. C. Fellows was using the oven evaporating an extraction mixture that we had been experimenting with to remove the linseed oil from flaxseed. It was a mixture that we had found would rapidly remove the oil from samples of flaxseed, and we were experimenting on its success with a number of samples of seed. The oven at that time contained 20 flasks, with about, I guess it was about in round numbers 75 or 80 cubic centimeters of the mixture which was composed of 12½ parts of petroleum ether; 12½ parts of ethyl ether; 5 parts of ethyl

alcohol, and 1 part of ammonia.

MR. LUCAS: Did you have any reason to feel that there was any risk attached to this process in the oven?

DR. COLEMAN: That oven has been used for the same identical purpose for at least eight months, and never before have we had any such occurrences.

MR. LUCAS: Have you any explanation for the occurrence.

DR. COLEMAN: I have not any definite explanation. I could theorize as to what happened.

MR. LUCAS: You did not personally place these flasks in the oven?

DR. COLEMAN: No sir.

MR. LUCAS: Did anything occur in the laboratory this morning to disturb the oven in any way, to jar it, or was any unusual heat applied.

DR. COLEMAN: No, in fact there was a lower heat applied than was usual. We generally run that oven around about 80 degrees, beyond the point of boiling which is 78. We had been running it 80 degrees Centigrade. This morning it was running around 40 degrees. It was about half the heat.

MR. LUCAS: Did you know personally the temperature before the fire?

DR. COLEMAN: No sir.

MR. LUCAS: Then, you feel that there was no unusual risk attached to the distillation this morning in any way.

DR. COLEMAN: The evaporation; no, in the light of our previous experience there was no ~~xxxxxxxx~~ risk at all.

Q. Now, I am not sure.

A. Yes, I am not sure.

Q. Now, I am not sure.

A. Yes, I am not sure.

Q. Now, I am not sure.

A. Yes, I am not sure.

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A. Yes, I am not sure.

Q. Now, I am not sure.

A. Yes, I am not sure.

Q. Now, I am not sure.

A. Yes, I am not sure.

Q. Now, I am not sure.

A. Yes, I am not sure.

MR. LUCAS: Do you think that necessary precautions were taken in having the oven isolated from explosives?

DR. COLEMAN: Well, in a general way, no; we have stock materials from which this mixture is made up stored in the shelves in the Northwest corner of the laboratory about, Oh, I would say, 20 feet from the oven that exploded.

MR. FORSTER: That is in the room adjacent to the one in which the fire started?

DR. COLEMAN: No, in the same room in the Northwest corner.

MR. FORSTER: Where the fire started?

DR. COLEMAN: Yes, where the fire was.

MR. LUCAS: Nothing intervening; no hoods or anything.

DR. COLEMAN: No sir.

MR. LUCAS: Do you consider that as rather an unusual risk?

DR. COLEMAN: Why, yes, I might say it was an unusual risk.

MR. LUCAS: You had no other way of storing this material.

DR. COLEMAN: No other way whatsoever. We used to store our solvents in the corrugated iron building outside at the north corner of the West wing; those two little buildings out there that Plant Industry has, but Plant Industry refused to allow us to use them any more because of lack of space. They wanted the entire space themselves so we have been obliged to store them in the room.

MR. LUCAS: So you felt that you were assuming a risk there all the time having the solvents in the same room with the oven. That is your

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personal impression?

DR. COLEMAN: Well, now, I feel that it was a risk, but I say in the light of our previous experience with the material that we have been using, and no mishaps during the six or eight months work, in the light of that, that impression would tend to have been minimized.

MR. LUCAS: Who is the chief of the laboratory?

DR. COLEMAN: Myself.

MR. LUCAS: Who is your superior?

DR. COLEMAN: Mr. E. G. Boerner;

MR. LUCAS: He is a chemist?

DR. COLEMAN: No sir, grain supervisor.

MR. LUCAS: This was an electric oven, was it not.

DR. COLEMAN: Yes sir.

MR. LUCAS: Was there any possibility of the wiring being crossed or the fuse blowing out or anything like that?

DR. COLEMAN: I cannot answer that; it may be that in closing the oven he may have effected a short circuit or something like that.

MR. LUCAS: Have you had any trouble with the wiring or anything like that?

DR. COLEMAN: No sir.

MR. LUCAS: You haven't any statement to make that will throw any light on the subject. We would be very glad to have a statement from you.

DR. COLEMAN: I do not know just what I can say other than that to give you some probable explanation as to why I think it happened.

MR. FORSTER: That is what I would like to have.

DR. COLEMAN: Well, I think it was due to this, that that mixture

personnel involved?

Mr. [Name]: Well, now, I still have to work a little, but I don't see the light of any investigation in connection with the material that has been made. And no progress during the six or eight months since, in the light of what, this investigation would have been continued.

Mr. [Name]: And as the chief of the laboratory?

Mr. [Name]: I don't know.

Mr. [Name]: Who is your contact?

Mr. [Name]: Mr. [Name], I don't know.

Mr. [Name]: Is he a specialist?

Mr. [Name]: He is a generalist.

Mr. [Name]: This was an accident, was it not?

Mr. [Name]: Yes, sir.

Mr. [Name]: And you are a specialist in the field of forensic science?

Mr. [Name]: Yes, sir, I am a specialist in the field of forensic science.

Mr. [Name]: I would suggest that it is not likely to be a simple case.

Mr. [Name]: I have no doubt that it is a very serious case.

Mr. [Name]: I have no doubt that it is a very serious case.

Mr. [Name]: I am sorry.

Mr. [Name]: No, sir.

Mr. [Name]: I have no doubt that it is a very serious case.

Mr. [Name]: I have no doubt that it is a very serious case.

Mr. [Name]: I have no doubt that it is a very serious case.

Mr. [Name]: I have no doubt that it is a very serious case.

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Mr. [Name]: I have no doubt that it is a very serious case.

Mr. [Name]: I have no doubt that it is a very serious case.

evaporating in the oven there reached a proportion with the air in the oven where conditions for explosion were right. You know that explosions in mines occur; you take marsh gas and air, they will explode in certain proportions; certain gasses in certain proportions will always explode, and it may have been that the conditions were just right for such an explosion.

MR. LUCAS: Were there any unusual conditions so far as the amount of chemicals you had there, the fluid you had there.

DR. COLEMAN: No, in the light of our previous experience. You see I do not know in the past service that we have been carrying out there just exactly what the proportions of gas and air might have been in the oven.

MR. LUCAS: Did you have any excessive quantity in the flasks?

DR. COLEMAN: No, we have had as much as 400 cubic centimeters of that stuff in the oven at various times and had no trouble at all.

MR. FORSTER: This condition you speak of being just right for an explosion, that condition might become right any time when you are using it for an explosion, might it not?

DR. COLEMAN: It might.

MR. FORSTER: Then the risk of an explosion is present at any time when you are carrying on that particular work?

DR. COLEMAN: Yes, if you want to take that theoretical standpoint. For instance, you take carbon bisulphide, which is one of the solvents used frequently, 15 volumes of that to a thousand parts of air is in that ratio in the presence of an electric light, that mixture will explode. Now, it may be that a condition similar to that happened here today, but I would not want to say that the chances of that thing was always present in making use of the oven, because we vary the amount of solvent we put in there for

evaporation. We might at any one moment have that condition, but there is so much to affect the condition, at any moment the stuff may go out in the air and we may have conditions below the risk point, but theoretically the chances for that thing are always present.

MR. FORSTER: During the carrying on of the work it is possible for that condition to be present to cause an explosion.

DR. COLEMAN: It is possible, yes.

MR. LUCAS: What time were the flasks put in the oven this morning?

DR. COLEMAN: I cannot answer that.

MR. FORSTER: Who can, Doctor?

DR. COLEMAN: Mr. Fellows.

MR. LUCAS: IS there any usual ascribed length of time you leave them in generally.

DR. COLEMAN: He generally leaves them in there about an hour.

MR. LUCAS: Is the risk increased with the length of time?

DR. COLEMAN: The risk is minimized; you see he gets rid of his explosive mixture.

MR. FORSTER: Is that oven an automatic affair so when it gets to a certain temperature it cuts down?

DR. COLEMAN: Well, it is supposed to be regulated so it cannot go beyond a certain temperature.

MR. FORSTER: What is that temperature?

X DR. COLEMAN: We had been using 80 degrees centigrade on that oven,-- just beyond the boiling point. This morning Mr. Fellows told me it was a great deal less than that. When he put the flasks in there he told us that it was not above 40.

eye-witness, he might at any time have been a witness, and there is
a great deal of evidence, and the evidence is not only in the
fact and we have another bank, and this is not, but, however, with the
evidence, for that thing was always present.

Q. Now, during the carrying on of the work, is it possible for
that people to be, because of some accident?

A. Yes, it is possible, yes.

Q. Now, when you are there, are there any other things that are happening?

A. Yes, I remember some of them.

Q. Now, the one about the...

A. Yes, the one about the...

Q. Now, is there any other thing that is happening at the same time?

A. Yes, in fact, it is.

Q. Now, the one about the... is it possible that it is happening at the same time?

A. Yes, it is possible, with the fact of that.

Q. Now, the risk is... is it possible that it is happening at the same time?

A. Yes, it is possible, with the fact of that.

Q. Now, is there any other thing that is happening at the same time?

A. Yes, it is possible, with the fact of that.

Q. Now, is there any other thing that is happening at the same time?

A. Yes, it is possible, with the fact of that.

Q. Now, is there any other thing that is happening at the same time?

A. Yes, it is possible, with the fact of that.

Q. Now, is there any other thing that is happening at the same time?

A. Yes, it is possible, with the fact of that.

Q. Now, is there any other thing that is happening at the same time?

Now, I do not know how long he had been heating those things. The temperature regulator was set to not go **higher** than 80, and opening the door will throw the temperature down tremendously. He has to open the door to get his flasks out and put them in.

MR. LUCAS: Is there a flue on that oven to carry off the gasses?

DR. COLEMAN: There are vent holes; there is no flue.

MR. LUCAS: Does that vent hole have a cutoff on it?

DR. COLEMAN: Closed up, you mean?

MR. LUCAS: Yes.

DR. COLEMAN: Oh, no.

MR. LUCAS: It is simply an open venthole?

DR. COLEMAN: Yes.

MR. LUCAS: There is no way of that vent hole being closed accidentally?

DR. COLEMAN: No, the vent holes are on the ~~xir~~ outside of the oven.

MR. FORSTER: If that had been an oven that had an overhead hood attachment or a place for ventilation would it have done away with the risk in any measure.

DR. COLEMAN: Yes, probably removed it absolutely, because as fast as the gasses are formed they would go up the chimney.

MR. FORSTER: Would it have been possible in that building to have made such an arrangement.

DR. COLEMAN: Not in that room.

MR. FORSTER: Not in that room?

DR. COLEMAN: No.

Q. Now, I do not know how long he has been working there. The
management has not been able to get him out of there. I am not
sure if I have any information about this. He has to open the door to
get the things out and the things in.

Q. Now, I think there is a line of work that he is doing off the ground.
A. Yes, there are some things that he is doing; there is no line.
Q. Now, does that work have to do with a cabinet or not?
A. Yes, it does.

Q. Now, is it a
A. Yes, it is.

Q. Now, it is a cabinet or is it not?
A. Yes, it is.

Q. Now, there is no way of getting things out of there.
A. Yes, there is.

Q. Now, the things that are in the cabinet are the
A. Yes, they are.

Q. Now, if you had been in the cabinet, would you have
A. Yes, I would.

Q. Now, if you had been in the cabinet, would you have
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Q. Now, if you had been in the cabinet, would you have
A. Yes, I would.

MR. LUCAS: You say there is a vent in the oven so the gasses would escape?

DR. COLEMAN: I mean a hood whereby the gasses and fumes are piped into an air chamber that runs up the building.

MR. LUCAS: You mean the gasses had filled the room and caused the explosion.

DR. COLEMAN: No, the gasses had filled the oven and caused the explosion.

MR. LUCAS: What is the vent hole for?

DR. COLEMAN: Well, I theorize that if it had the vent there would not have been an explosion.

MR. FORSTER: Do you say the oven was set for 40 degrees centigrade?

DR. COLEMAN: Eighty.

MR. FORSTER: That was for the work this morning.

DR. COLEMAN: Yes.

MR. FORSTER: What is that in temperature ^hFahrenheit?

DR. COLEMAN: It is about 180 roughly.

MR. FORSTER: It is your theory that conditions in the oven caused the explosion; that it was not anything in the way of a spark from anything on the outside that ignited the fumes that may have been on the outside of the oven.

DR. COLEMAN: No, I do not think so, but there is this further to be said. After the oven blew out these doors blew open and we have a

centrifuge running next to it; some six or eight feet from it, a high speed apparatus that goes 4500 times a minute. That ~~get~~^{got} warm and I think that this explosion throwing ~~far~~ vapors out of the oven, that some of the vapors were thrown around the armature, the sparks took effect and there was a secondary explosion caused by the centrifuge.

MR. LUCAS: What was it that exploded?

DR. COLEMAN: I think it was some of the gasses. All of the mixture had not been evaporated; there was some of the liquid form still in the flasks, and when that was thrown out naturally it was thrown on something hot, and that evaporated, and I think, although I am not sure, that an electric spark caused a second explosion. And then having these solvents stored on the shelf to the North of the room it may possibly have been that some of those were jarred off and when they finally went in there they knocked them all off with their hose streams and that is probably what made the tremendous blaze. We had some thirty to thirty-five pounds of ether there.

MR. ELIFF. How close was this ether stored to that oven.

DR. COLEMAN: I think I estimated 20 feet a while ago.

MR. FORSTER: And the ether was in the same room in which the fire started.

DR. COLEMAN: Yes, the ether was stored in tin cans.

MR. FORSTER: What do you think it was that caused the explosion sometime after the fire had been going.

DR. COLEMAN: I think the firemen or some one else knocked that stuff off of the shelves and broke the bottles and up it went.

MR. FORSTER: How many pounds roughly estimating of explosive matter

would you consider was stored in the three rooms occupied by your Section, any substance that is explosive.

X DR. COLEMAN: Close to 120 pounds.

MR. FORSTER: Dr. as conditions existed there that in connection with this experimental work that you have felt were unsafe or unwise have you made efforts to have them changed or corrected.

MR. LUCAS. Since they denied you the use of the other storage space have you taken any steps to correct this.

DR. COLEMAN: Yes, we have; at the time we were refused further service of those storage houses, we had made a corrugated iron box in which we keep our alcohol in the Bieber building. We get a barrel of alcohol from the Corby people every once in a while and we store that in the Bieber building in a corrugated iron box. There was no provision made for storing the solvents as we call them.

MR. FORSTER: Has it been thought that these things should be kept in a place separate and apart from the laboratory?

DR. COLEMAN: Good laboratory practice would make it wise to keep those things in a cool, preferably underground compartment because they boil by putting them in your hand, especially ether, and for that reason good, sound laboratory practice would demand that these things be kept in a cool, subcellar.

MR. FORSTER: In your opinion where should this laboratory be located. Do you consider it a safe project of work to have in a building like that, or would you say that it preferably should be say out here at the Arlington farm in a concrete building.

DR. COLEMAN: No, it is perfectly safe exactly where it is located. There is not one chance in ten thousand of that thing ever happening again.

MR. FORSTER: Were you present at the time they had another explosion over there.

DR. COLEMAN: No, I was away that day.

MR. FORSTER: You were at work in the laboratory at that time.

DR. COLEMAN: No, I was not in the building; I was not in the laboratory that day.

MR. FORSTER: I say you were in the work at that time. I am referring to the tank of alcohol.

DR. COLEMAN: No, I was not in the building or in the project at that time. The laboratory is equipped now for the grain work, and has all the appliances for grain research work.

MR. FORSTER: How is this oven heated that was exploded?

DR. COLEMAN: Electricity.

MR. FORSTER: Who wired that oven?

DR. COLEMAN: The shops.

MR. FORSTER: Did they wire it in the beginning?

DR. COLEMAN: No.

MR. FORSTER: Who did?

DR. COLEMAN: The Themley Electric Company, of Newark, N.J. It was wired for a 110-volt circuit and was in use in the Bieber Building. When we moved across the street it had to be re-wired to 120-volt.

MR. FORSTER: Who wired the oven up with the wires of the laboratory?

DR. COLEMAN: The electricians.

Q. Now, is it a perfectly safe exercise to do in the laboratory?
A. Yes, it is a perfectly safe exercise to do in the laboratory.
Q. Now, is it a perfectly safe exercise to do in the laboratory?
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Q. Now, is it a perfectly safe exercise to do in the laboratory?
A. Yes, it is a perfectly safe exercise to do in the laboratory.

MR. FORSTER: Did they do it originally?

DR. COLEMAN: Yes sir.

MR. FORSTER: Did any of the laboratory people at any time do any wiring around there around the oven.

DR. COLEMAN: No.

MR. FORSTER: AND in that work using a Bell wire.

DR. COLEMAN: No.

MR. FORSTER: You know nothing about that.

DR. COLEMAN: No, there was not a bell wire; there is a wire running from the chandelier to an eight-horse power motor that runs the mixer that we have there.

MR. FORSTER: What wire was it that the electricians condemned in that laboratory?

DR. COLEMAN: That was a wire that previously run from the electric light fixture and the motor and they replaced it with a larger sized wire.

MR. FORSTER: Did any of the men at any time do any wiring work.

DR. COLEMAN: Well, there have been instances where the men have inserted fuses.

MR. FORSTER: That is, in the fuse box.

DR. COLEMAN: In the fuse box, yes.

MR. FORSTER: But any wiring or setting up apparatus in the laboratory that work is done by electricians, is it?

DR. COLEMAN: Yes sir, there was at one time one of the men set a side in an electric furnace in an emergency case that I recall.

Mr. [Name] and [Name] (phonetic)

Mr. [Name] (phonetic)

Mr. [Name] (phonetic) and [Name] (phonetic)

Mr. [Name] (phonetic) and [Name] (phonetic)

Mr. [Name] (phonetic)

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Mr. [Name] (phonetic) and [Name] (phonetic)

Mr. [Name] (phonetic) and [Name] (phonetic)

Mr. [Name] (phonetic) and [Name] (phonetic)

MR. FORSTER: Are the Department electricians qualified to do that?

DR. COLEMAN: Sure.

MR. FORSTER: I was just wondering if the electricians having a general knowledge of wiring would be qualified or capable of performing electrical work in a laboratory.

DR. COLEMAN: Surely they are capable, perfectly capable of wiring any of the apparatus that we use.

MR. FORSTER: I know in some laboratories the laboratory people take care of the wiring. I was wondering if that was the condition in that laboratory.

DR. COLEMAN: Well, I cannot say that the shops did not do it. We have one piece of apparatus there, an electric titration apparatus that takes its current from the chandelier. It has a little bit of a motor about as big as an apple; that was repaired and put into condition by the shops; the wires leading to the motor were put in proper condition and given to us for service. We attached the connections of the motor to the electric light. There were a pair of them. Is that what you mean?

MR. LUCAS. Was there any other work going on in the Laboratory this morning besides the oven.

DR. COLEMAN: Oh, yes in room 111.

MR. LUCAS. In the same room?

DR. COLEMAN: Well, this lady whom I spoke of, Mrs. Housel, was running the centrifugal. She was clarifying some wheat.

MR. LUCAS: There were no open flames?

DR. COLEMAN: No, there is no flame in there whatsoever.

MR. FORSTER: She was working when this first explosion occurred?

DR. COLEMAN: My first impression was that she was.. It was probably due to the fact that she had gotten up, but I saw her standing. I understood afterwards that she was sitting at my left.

MR. FORSTER: Over near the window.

DR. COLEMAN. Yes.

MR. LUCAS: Had you had any trouble with that motor on the centrifuge, that it was sparking.

DR. COLEMAN: Why I have seen sparks come from it now and then. That is due to little particles of dirt. You see the motor is close to the floor, and in scrubbing the floor dust may have been swept in.

MR. LUCAS: Are these gasses heavy or light; do they sink to the floor.

DR. COLEMAN: No, they would all go up. They are all lighter than the air.

MR. FORSTER: Would you consider that a dangerous element to have sparks around where these gasses might come in contact with them.

DR. COLEMAN: Yes, I might say that we have in the shops a requisition now to place a hood over that entire centrifugal to minimize the noise and to lower the danger.

MR. FORSTER: You have thought there was some danger then to the sparking.

DR. COLEMAN: Well, I did not draw the requisition especially to get rid of the sparking because it had been so infrequent that I did not think that necessary. I had drawn the requisition to endeavor to minimize the noise. It makes a scratching noise that annoys people in the adjacent rooms.

MR. ELIFF: You state that the alcohol you had was stored in steel cans.

DR. COLEMAN: The ether.

MR. ELIFF: And this centrifugal, how long has that been in the room, just approximately. You stated the oven had been there approximately eight months.

DR. COLEMAN: The oven has been there eighteen months; the oven has been used in this particular work from six to eight months, and the centrifugal has been there since the first week in March.

MR. ELIFF: Well, my idea was whether these sparks had anything to do with this explosion.

DR. COLEMAN: I do not know.

MR. LUCAS: I understand that the gas was light, and the centrifuge is on the floor.

MR. FORSTER: And the motor was under that.

DR. COLEMAN: I do not think that the preliminary explosion was caused by the centrifugal. I think it was in the oven, but I think the second explosion was caused by the material being thrown out on the floor, rising from the floor they would have to come in contact with the hot sparks and that is the cause of the second explosion, and then it got a headway.

MR. LUCAS: At what distance in the laboratory should ether be stored from any heat-producing apparatus.

MR. COLEMAN: I do not think there is any danger at all unless the temperature gets high enough; you could store the ether in the corner

of the room here.

MR. LUCAS. Ether boils when?

DR. COLEMAN: About 37 degrees centigrade; about 100 Farenheit.

MR. LUCAS: On a hot summer day ~~over~~ a hundred there would be danger of ether boiling?

DR. COLEMAN: If it went to a hundred, yes.

MR. FORSTER: Wouldn't storing ether in a corner of a room like this be a little difference in storing it in a corner of the room that would likely get up to 150 or 180 degrees?

DR. COLEMAN: Yes, the conditions are a little different.

MR. FORSTER: My idea ~~bf it~~ is that the amount of explosives that were stored in those three rooms was an amount in excess of what should properly be in a laboratory. Is that right?

DR. COLEMAN: That is right.

MR. LUCAS: Are you responsible for these three rooms?

DR. COLEMAN: Yes sir.

MR. LUCAS: And you say you have taken it up with your superior officers and they have made no provision.

DR. COLEMAN: We took ~~it~~ up with regard to the alcohol and that was corrected; at the same time we spoke about the ~~ether~~ and there was no provision made.

MR. LUCAS. But it was brought to the attention of your chief?

DR. COLEMAN. Our Administrative Assistant, not the Chief of the Bureau.

MR. LUCAS: That was whom?

DR. COLEMAN : Mr. Morrison.

of the first...

1. The first...

2. The second...

3. The third...

4. The fourth...

5. The fifth...

6. The sixth...

7. The seventh...

8. The eighth...

9. The ninth...

10. The tenth...

11. The eleventh...

12. The twelfth...

13. The thirteenth...

14. The fourteenth...

15. The fifteenth...

16. The sixteenth...

17. The seventeenth...

18. The eighteenth...

19. The nineteenth...

20. The twentieth...

21. The twenty-first...

22. The twenty-second...

23. The twenty-third...

24. The twenty-fourth...

25. The twenty-fifth...

MR. LUCAS: You called that to his attention verbally or in writing?

DR. COLEMAN: Verbally.

MR. FORSTER: What suggestions would you make now as to improvements or changes in that laboratory to get it down to a minimum risk of explosions or fires such as we have had today.

DR. COLEMAN: The whole story in a nut shell would be to have a storage compartment.

MR. FORSTER: That is for the substances that are explosives.

DR. COLEMAN: Yes.

MR. FORSTER: But now have you any suggestions in the way of change or improvement in equipment or rearrangements.

DR. COLEMAN: I remarked to Mr. Lucas that we have a shop request in to cover the centrifugal. I do not know how you can improve the service in other parts.

MR. FORSTER: Would it have made it safer if it had been under a hood.

DR. COLEMAN: Yes, but there is this to be said about the oven. The oven is a so-called temperature oven. The temperature of the oven is supposed to remain standing, and in order that you get that constant ~~tem-~~ ~~stant~~ temperature you have to keep everything closed. It must be insulated on all sides and on the top. Now, you could not put a vent in there or a flue and still have the constant temperature effect.

Mr. [Name] [Address] [City] [State] [Zip]

Dear Sir:

Reference is made to your letter of [Date].

I am sorry to hear that you are having trouble with [Subject].

It appears that the problem is [Description].

I am sure that we can solve this problem for you.

Enclosed you will find a copy of our [Document].

Very truly yours,

[Signature]

[Name]

[Address]

[City]

[State]

[Zip]

[Phone Number]

[Fax Number]

[Email Address]

[Business Hours]

[Website Address]

[Social Media Links]

[Additional Information]

[Closing Remarks]

[Final Sign-off]

MR. FORSTER: Well, how are you going to eliminate the possibility of an explosion there if that oven has to be in that condition all the time. Isn't it a fact that the danger of explosion is bound to be there.

DR. COLEMAN: The only way would be to eliminate the use of the oven, and to use another type of oven. We have another type of oven known as the vacuum oven and that oven has conditions so that there is always a chance for the gas to go off. There is nothing so far as any one knows in there but a vacuum. In this oven, while the gas goes off there is a pump in the power house that sucks this out all the time. Under such conditions there would be absolutely no danger.

MR. FORSTER: But with this kind of an oven as it is and the way you have to use it in this work, it has to be air-tight.

DR. COLEMAN: Not absolutely because it has to have a vent to allow materials to go out. You see the amount of communication between the oven and the outside is reduced to a minimum. The reason we use this oven is that we are trying to get commercial conditions. They cannot use vacuum ovens out in the field, and we are using that oven because the trade employs such ovens.

MR. LUCAS. What is the practice in other laboratories?

DR. COLEMAN: They use the vacuum ovens.

MR. LUCAS. In Washington.

DR. COLEMAN: I think they do.

MR. LUCAS. You mean to say you are the only laboratory that uses this oven for that purpose.

DR. COLEMAN: I would not want to say that.

MR. FORSTER: As far as you know.

DR. COLEMAN: As far as I know. We are trying to emulate grain-grading conditions in the field. We are trying to develop a test to get the oil out of flaxseed in a minimum amount of time. Using vacuum ovens cuts down the time, and using our solvents cuts down the time. The time that is necessary now is about 36 hours. Our test has cut down the time so we will get it in 2½ hours under the conditions that we are using. That is why we employ these things. We had used another solvent that was more explosive than this, but we eliminated it because we found it was very explosive even in the laboratory.

MR. LUCAS: Is that the only oven you have in the laboratory?

DR. COLEMAN: No, we have another electric oven, temperature-regulated oven.

MR. FORSTER: Is it necessary to use that electric oven on the flour work, like this on the grain that exploded this morning.

DR. COLEMAN: We use the same oven.

MR. FORSTER: The same kind of an oven, or would it be just as well to use a vacuum oven.

DR. COLEMAN: It would be still better, but we have not the capacity. In an electric oven we can double and triple and quadruple that capacity.

MR. LUCAS. I think that is all, Dr. Coleman, thank you.

Dr. Tolson: I was not sure of that.

Mr. Tolson: Is that all?

Dr. Tolson: As far as I know, we are trying to establish a

fact that the bomb was in the field, and we are trying to develop a lead to the

fact that it was in a building and not in the field. During the time of the

fact that the time, and during the subject, we are trying to establish the time

that is necessary to be about 30 minutes. The fact that the bomb was in the

fact that it was in the field, and we are trying to establish the fact that it was

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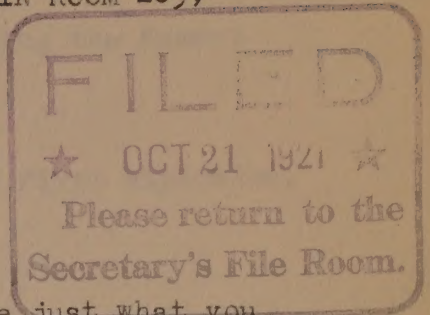
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INQUIRY IN REFERENCE TO EXPLOSION AND FIRE IN ROOM 109,

WEST WING, May 20, 1921.



Mr. H. C. Fellows, Witness:

MR. FORSTER: Will you be good enough to relate just what you were doing over there this morning, the nature of the work, and what occurred, and what you think caused it.

MR. FELLOWS: Yes sir. In the first place, I was extracting linseed oil from flaxseed, and I was working with a mixture of ethyl ether, petroleum ether, alcohol, the three being inflammable materials and ammonia, and I had ten c.c. in a flask, a small quantity, and I had twenty of those flasks in the oven. I had been working at this ever since January chiefly; I have been working on other work besides, but that has been my main project, and I have not had any trouble before. I set these in there this morning. I cooled the oven down, and thinking that everything was all right, my thermometer registered 40 degrees, and I evaporated this off at 75, and I closed the oven up, and all of a sudden, I heard this concussion in there, and looked in there and there was this flame. I was in the other part of the laboratory and saw there was an explosion. The room was filled with smoke; and then following that was a second explosion. The first explosion I do not know just what the cause was, unless that centrifuge had something to do with it. The only thing I could see was the concentration of those fumes. That centrifuge generates heat and at the same time the commutator sets off sparks, and the only thing I could see is that the sparks set fire to the fumes.

MR. FORSTER: Fumes coming out of the oven around the centrifuge, or whatever you call it, and the sparks from the motor igniting the fumes?

MR. FELLOWS: Yes sir.

MR. FORSTER: Now, that is what you think was the first explosion.

MR. FELLOWS: Yes sir.

MR. FORSTER: Now what do you think caused that second explosion?

MR. FELLOWS: Well, the second explosion as near as I can see it, was due to the heat from the first explosion. That inflammable material which we had in parcels in that room which heated up enough, that material will evaporate just with the heat of the hand, so you can see just how much more concentrated the heat of that explosion is than the heat of the hand.

MR. SNOW: What material is this?

MR. FELLOWS: Ether.

MR. ELIFF: Did you have ether in bottles.

MR. FELLOWS: In cans outside of the oven, but you see enough heat was expanded from the explosion to burst the cans.

MR. ELIFF: You spoke of having inflammable material in the bottles.

MR. FELLOWS: Yes, as I first said, that mixture --

MR. ELIFF: And were they outside the oven?

MR. FELLOWS: They were in the oven to evaporate, and that left me pure linseed oil.

MR. SNOW: Tin cans?

MR. FELLOWS: Yes, all that material comes in tin cans,-- petroleum ether, ethyl ether, and that was what caused the explosion. The second

Q. Now, when you saw the explosion, did you see any other explosion, or did you see the explosion only?

A. Yes, sir.

Q. Now, when you saw the explosion, did you see any other explosion, or did you see the explosion only?

A. Yes, sir.

Q. Now, when you saw the explosion, did you see any other explosion, or did you see the explosion only?

A. Yes, sir.

Q. Now, when you saw the explosion, did you see any other explosion, or did you see the explosion only?

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A. Yes, sir.

Q. Now, when you saw the explosion, did you see any other explosion, or did you see the explosion only?

A. Yes, sir.

explosion was due to the material in the room.

MR. ELIFF: You stated the second explosion was the material in the room, the inflammable material you had in bottles?

MR. FELLOWS: We have some in cans and some in bottles?

MR. ELIFF: What do you have in bottles?

MR. FELLOWS: Carbon bisulphide.

MR. ELIFFO. How close was this to the others?

MR. FELLOWS. I should say about ten feet.

MR. ELIFF: That is across the room; that room is not more than 12 or 15 feet long.

MR. FELLOWS: No, it is not any more than that. The room is about 15 feet.

MR. FORSTER: What was this stuff?

MR. FELLOWS: Carbon bisulphide?

MR. FORSTER. Is that an explosive?

MR. FELLOWS. Oh yes.

MR. ELIFF: Did these bottles have corks in.

MR. FELLOWS. Yes sir. We have sulphuric acid in the other part of the laboratory, but the disagreeable odor that they get in their lungs was due to carbon bisulphide which ignited with the oxygen of the air forms sulphur which are used in bleaching and is what the people inhale instead of sulphuric acid.

MR. FORSTER: Now, if the fire had extended itself to the room on the West of where the fire originated, and had reached the sulphuric acid and some ether, as I understand it, there was some ether in the room on the west?

...the material in the room.

MR. BROWN: You stated the second explosion was the material in the room.

The inflammable material was not in the room.

MR. BROWN: We have been in here and seen in the room.

MR. BROWN: What do you have in evidence?

MR. BROWN: There is no evidence.

MR. BROWN: How about the other?

MR. BROWN: I don't know.

MR. BROWN: That is correct. The other is not in the room.

That is all.

MR. BROWN: Yes, it is all the same. The other is not.

That is all.

MR. BROWN: That is all the same.

MR. BROWN: That is all the same.

MR. BROWN: That is all the same.

MR. BROWN: Yes.

MR. BROWN: That is all the same.

MR. BROWN: That is all the same.

MR. BROWN: That is all the same.

MR. BROWN: That is all the same.

MR. BROWN: That is all the same.

MR. BROWN: That is all the same.

MR. BROWN: That is all the same.

MR. BROWN: That is all the same.

That is all.

MR. FELLOWS: As a matter of fact all the rest of the ether -- that desk was sitting right in the middle of the room and I had a big drawer in there that had ether in there, and that was not harmed at all in the room where the fire was, but that was in these tight drawers of this desk.

MR. FORSTER: As I started to ask you about the sulphuric acid that you have had in the room adjacent to the room in which the fire started, if the fire had reached there, would the sulphuric acid cause any damage?

MR. FELLOWS: Not that I know of.

MR. FORSTER: Will sulphuric acid overheat.

MR. FELLOWS: Sulphuric acid when you get water mixed with it you have trouble there. Sulphuric acid in solution with water causes sort of an explosion which is just like putting water on a hot plate. It boils up and burns terribly.

MR. FORSTER: But the ether and the other stuff, what was it?

MR. FELLOWS: Carbon bisulphide.

MR. SNOW: Was there any petroleum.

MR. FELLOWS: Petroleum ether, and ethyl ether; ethyl ether is called ether.

MR. ELIFF: That was all in ^{sealed} ~~stark~~/cans. The only thing you had in bottles was the carbon bisulphide?

MR. FELLOWS: Yes sir.

MR. FORSTER: Which would go first from heating, the stuff that was in cans or bottles.

MR. FELLOWS: Your ether would go first because it has a low boiling point. Ether boils at 35 and carbon bisulphide at 46.

MR. FORSTER: The ether was in tin cans?

MR. FELLOWS: That is in terms of centigrade; you see there would be a difference of 11 degrees there and that is quite a bit in those two chemicals.

MR. FORSTER: Is it your opinion that that explosion occurred out there by fumes escaping from the oven and reaching a spark from the heat of that centrifuge motor?

MR. FELLOWS: That is the only thing I can lay it to.

MR. FORSTER: Do you think it could be caused from a condition arising in the oven where the fumes, I believe Dr. Coleman referred to it as oxygen or air getting into the right condition that caused the explosion.

MR. FELLOWS. That might happen.

MR. FORSTER: Do you think which would be the more likely to cause an explosion, that condition, or as you say fumes escaping from the oven and getting around this centrifuge running at that time, as I understand it, and runs at a high rate of speed, the fumes igniting from that circuit from the motor?

MR. FELLOWS: Well, if I had not had the experience I have had from that material, I would say the concentration of the mixture, but working with it as long as I have I am doubtful whether that would happen or not, because I have not had any trouble at all, and furthermore I have had double the quantity. I only had twenty flasks this time, and many a time I have had forty.

MR. FORSTER. You were not in the room at the time the explosion occurred?

MR. FELLOWS: No, I was just outside the room.

MR. FORSTER: Was anyone smoking in the laboratory at the time it occurred.

MR. FELLOWS: Not that I know of.

MR. FORSTER: Are you permitted to smoke out in the room adjacent to the one which the fire was.

MR. FELLOWS: As far as I know there has never been any regulation about any of them.

MR. FORSTER: In any of the rooms?

MR. FELLOWS. No.

MR. FORSTER: Has anything been said to you by Dr. Cokeman about smoking in the room in which the oven was located?

MR. FELLOWS: No sir.

MR. FORSTER: Have you at any time smoked in the room in which the oven was located?

MR. FELLOWS: Yes sir, I have smoked there.

MR. FORSTER: Would there be any danger from a person smoking around this oven when it is running in working order?

MR. FELLOWS. Well, I have never seen any trouble, but I have never seen anybody right around that oven smoking.

MR. FORSTER: Would you do this with that oven in the condition it was this morning. As you say fumes might have been escaping, would you walk up to it smoking a cigar or a cigarette.

MR. FELLOWS: No sir.

MR. FORSTER: You think there is an element of danger in doing that.

MR. FELLOWS: Yes sir, I do not believe in taking chances around inflammable material.

MR. BROWN: Now suppose you're in the laboratory at the time...

...

MR. BROWN: And then I know...

MR. BROWN: Now you've questioned the evidence and in the case...

...

MR. BROWN: It is a fact that there has been a...

...

MR. BROWN: In the case of...

...

MR. BROWN: It is a fact that...

...

MR. BROWN: Now...

MR. BROWN: Now you at any time...

...

MR. BROWN: Yes, and I have...

MR. BROWN: Now there is...

...

MR. BROWN: Well, I have never...

...

MR. BROWN: Now you...

...

...

MR. BROWN: Is...

MR. BROWN: Now...

MR. BROWN: Now...

...

MR. FORSTER: Do you think it would be a wise thing to have smoking prohibited in that laboratory? Would that be a safeguard?

MR. FELLOWS: Why, I do not think that there is much danger from smoking in the main laboratory, but where the inflammables are stored that would be a danger. When I work with this material I never think of smoking. I keep anything of that kind away.

MR. FORSTER: Of course, common sense would tell us that inflammable materials should not be stored in the room where there is the most danger of exploding. Now, as I understand from you and Dr. Coleman most of the explosive material was in the room in which the oven was located.

MR. FELLOWS: Yes sir.

MR. FORSTER: Well, now will you explain which room in your opinion there is most likelihood of there being an explosion?

MR. FELLOWS: There is more likelihood of it if you keep inflammables in the main laboratory. We have two vacuum ovens heated by gas going all the time, going night and day; there are the moisture machines, an electric kicker, an electric oven, and you see there would be too much heat in there and take it especially over week-end when the windows are closed and you come back in there on Monday morning it is like an oven.

MR. FORSTER: Do you think the room in which the oven is located is a safe room to store inflammable materials that exploded this morning.

MR. FELLOWS. Well, my honest opinion on inflammable materials is a separate place by itself. The Bureau of Plant Industry has a place to store inflammables but we have not.

MR. FORSTER: Is it your opinion that you have been following good laboratory practices by keeping one hundred pounds of explosive material in that laboratory?

Q. Now, did you think it would be a fair thing to have working

provided in that industry? Well, that is a fair thing.

A. Yes, I do not think that there is much danger that

another industry will be hurt, and that the industry will be

hurt in a danger. When I saw this article, I never think of

I know myself, and I know myself.

Q. Now, if you are a member of the union, would you like to see

materially affected and to stand in the way of the most direct

expansion. Now, I understand from you and Mr. Johnson that of the

expansion, I understand in the fact in which the union is

A. Yes, sir.

Q. Now, if you are a member of the union, would you like to see

there is great likelihood of some union and some

A. Yes, sir. There is some likelihood of it if you keep talking

in the same industry. We are not very much in the same line, but

there, some right and some left, some right and some left, and

there, some right and some left, and you are not very much in the

and take it carefully over and when the union is closed and you

come back, there is some likelihood of it if you keep talking

Q. Now, if you are a member of the union, would you like to see

a sale room to some industry which is not in the same line

A. Yes, sir. Well, no doubt about it, but the industry is

a separate place of itself. The industry is not very much in the

some industry, but we have not.

Q. Now, if you are a member of the union, would you like to see

is another industry, but we have not.

is not in the same line.

MR. FELLOWS: Yes sir.

MR. FORSTER: You think that is good laboratory practice?

MR. FELLOWS: No, I do not think so.

MR. FORSTER: In your opinion, about how many pounds of explosive materials were there prior to this explosion?

MR. FELLOWS: Between fifty and sixty pounds.

MR. ELIFF: That is in all three rooms?

MR. FELLOWS: Yes sir.

MR. ELIFF: About how much of that is in this room where the explosion was?

MR. FELLOWS: I would say somewhere about forty or forty-five pounds.

MR. SNOW: What does that consist of.

MR. FELLOWS: Why, we have petroleum ether, ethyl ether, carbon bisulphide, and then there is another substance, acetone, but that is out in the main laboratory, but there is not so much danger of that as there is with those three.

MR. FORSTER: In this work in this particular oven that exploded this morning is there an element of danger present constantly of an explosion.

MR. FELLOWS: Why, I have never realized it myself and I have been working with that now since January.

MR. FORSTER: How do you feel about it now?

MR. FELLOWS: Well I felt worried; it worried me, and it being this substance that I am working with, I do not know what to think. I am using that material all the time ever since I have been in the Government service.

1. The first thing I noticed when I stepped out of the plane was the fresh air.

2. It felt like I had been in a glass jar for years and was finally being released.

3. The sun was shining brightly, and the birds were singing in the trees.

4. I took a deep breath and felt a sense of peace wash over me.

5. I had finally reached the place I had been dreaming of for so long.

6. The road ahead was long, but I knew I was on the right path.

7. I had a feeling that everything was going to work out just the way I needed it to.

8. I was finally home.

9. I had come a long way, but I was finally where I belonged.

10

11. I had finally found the place where I could be myself.

12. I was finally free.

13. I had finally reached the place where I could be happy.

14. I had finally found the place where I could be at peace.

15. I had finally reached the place where I could be myself.

16

17. I had finally found the place where I could be happy.

18. I had finally reached the place where I could be at peace.

19

20. I had finally found the place where I could be myself.

21. I had finally reached the place where I could be happy.

22. I had finally found the place where I could be at peace.

23. I had finally reached the place where I could be myself.

24. I had finally found the place where I could be happy.

25. I had finally reached the place where I could be at peace.

I have been using these inflammable materials, that is all I work with, and I have been working with them every single day.

MR. ELIFF: How long do you usually let the vials stay in there in that experiment.

MR. FELLOWS: Generally about an hour and a half or two hours.

MR. ELIFF: How long had this been in there before the explosion?

MR. FELLOWS: They had been in there; I cooled the oven down and closed it up, and they had been in there I should say ten minutes.

MR. ELIFF: You had just put them in there in other words.

MR. FELLOWS: Yes sir and never had a bit of trouble before.

MR. SNOW: You have done exactly the same thing on other occasions?

MR. FELLOWS: Yes sir, exactly the same.

MR. FORSTER: Well, now, of course, you know everybody could make a mistake in preparing these materials; if you had deviated at all from your set rule in preparing them would that have had anything to do with the cause of an explosion? Improper mixtures or anything like that?

MR. FELLOWS: I do not see where anything would cause it because I have experimented myself; I have experimented with these different mixtures. I have decreased the amount of alcohol and increased the amount of ether, and so on, and I have had no trouble and did it in the same room.

MR. ELIFF: The variation of the mixture would not affect it.

MR. FELLOWS: It does not seem to; I have not had any trouble at all.

MR. FORSTER: What effect would a lighted match have on that apparatus; if you stick it in there where those fumes are.

MR. FELLOWS: Well, I am afraid I would not have any hair on my head; it would just flash right up.

I have been thinking of you every day since we
last parted.

My dear friend, I hope you are well and happy.
I am very much the same.

I have been thinking of you every day since we
last parted.

My dear friend, I hope you are well and happy.
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I have been thinking of you every day since we
last parted.

My dear friend, I hope you are well and happy.
I am very much the same.

I have been thinking of you every day since we
last parted.

MR. FORSTER: And a spark?

MR. FELLOWS: You take this material on an extractor, on my extractors over there I use hot plates for my heat and if I increase that up to medium high and drop a drop on, it will catch fire. So you can see it would not do to have a flame.

MR. FORSTER: Mrs. Housel was working around close to the window, on the North side of the room. Now, say these fumes were escaping from this oven and circulating in this room; if there had been a match lighted or a little gas torch going for any purpose, could that have caused the explosion.

MR. FELLOWS: I do not think so, being that far. You see we have a window open and the electric fan going and the diffusion would have been so great.

MR. FORSTER: Well, was there the window open and the fan going?

MR. FELLOWS: Yes sir.

MR. FORSTER: Will these fumes go to the top of the room or to the bottom?

MR. FELLOWS: To the top; but you take now these fumes coming out in that concentration, you will have a diffusion all over the room. You take practically any gas except some gasses that are real light, you take this particular gas coming off there would be, I do not know just how heavy the fumes are, but I should think if you have the fan going it will clear the room up.

MR. SNOW: Can the fumes escape from the oven when the oven is closed.

MR. FELLOWS: Yes sir, and I have always worked with it that way and had no trouble.

MR. FORSTER: You have always been careful to see that that oven was open so the fumes would escape.

MR. FELLOWS: Yes sir. Furthermore it would not be very pleasant for the ones working in there if I did not; you see the odor from those fumes is not very pleasant.

MR. FORSTER: The oven is arranged so the fumes can escape.

MR. FELLOWS: We can open our windows and start the fan blowing.

MR. FORSTER: I mean the fumes can escape from the inner part of the oven.

MR. FELLOWS: Oh yes, I would not want to trust it if it didn't.

MR. SNOW: By means of a vent?

MR. FELLOWS: There are spaces in the oven where they can escape.

MR. SNOW: More than one.

MR. FELLOWS: Yes sir.

MR. FORSTER: And are these spaces so that they can be opened or closed at will.

MR. FELLOWS: No, I do not think so. To tell you the truth, I am not acquainted with the parts of the oven to know whether they can be opened or closed.

MR. FORSTER: Then, Mr. Fellows, if the oven was so that those vents can be closed or opened you cannot say positively whether you knew they were open or closed this morning.

MR. FELLOWS: But that oven has not been touched and it has been running the same way.

MR. FORSTER: I understand that, but you cannot say whether they can be closed or opened. You cannot say whether they were open or closed this morning?

1. The first thing I noticed when I stepped out of the car was the cold. It was a sharp contrast to the warm blanket I had been sitting under. I shivered slightly, but then I remembered that I was in the city, and I had to get used to it.

2. The second thing I noticed was the noise. It was a constant hum of traffic, a mix of honks, horns, and the low rumble of engines. It was a bit overwhelming at first, but I knew I had to get used to it.

3. The third thing I noticed was the people. They were all dressed in winter clothes, and they were all looking at me with curiosity. I knew I was the only one from out of town, and they were all wondering what I was doing there.

4. The fourth thing I noticed was the food. It was a mix of different cuisines, and it was all so delicious. I had never tasted anything like this before, and I was really enjoying it.

5. The fifth thing I noticed was the weather. It was a mix of different weather conditions, and it was all so beautiful. I had never seen anything like this before, and I was really enjoying it.

6. The sixth thing I noticed was the people. They were all dressed in winter clothes, and they were all looking at me with curiosity. I knew I was the only one from out of town, and they were all wondering what I was doing there.

7. The seventh thing I noticed was the food. It was a mix of different cuisines, and it was all so delicious. I had never tasted anything like this before, and I was really enjoying it.

8. The eighth thing I noticed was the weather. It was a mix of different weather conditions, and it was all so beautiful. I had never seen anything like this before, and I was really enjoying it.

9. The ninth thing I noticed was the people. They were all dressed in winter clothes, and they were all looking at me with curiosity. I knew I was the only one from out of town, and they were all wondering what I was doing there.

10. The tenth thing I noticed was the food. It was a mix of different cuisines, and it was all so delicious. I had never tasted anything like this before, and I was really enjoying it.

11. The eleventh thing I noticed was the weather. It was a mix of different weather conditions, and it was all so beautiful. I had never seen anything like this before, and I was really enjoying it.

12. The twelfth thing I noticed was the people. They were all dressed in winter clothes, and they were all looking at me with curiosity. I knew I was the only one from out of town, and they were all wondering what I was doing there.

13. The thirteenth thing I noticed was the food. It was a mix of different cuisines, and it was all so delicious. I had never tasted anything like this before, and I was really enjoying it.

14. The fourteenth thing I noticed was the weather. It was a mix of different weather conditions, and it was all so beautiful. I had never seen anything like this before, and I was really enjoying it.

15. The fifteenth thing I noticed was the people. They were all dressed in winter clothes, and they were all looking at me with curiosity. I knew I was the only one from out of town, and they were all wondering what I was doing there.

16. The sixteenth thing I noticed was the food. It was a mix of different cuisines, and it was all so delicious. I had never tasted anything like this before, and I was really enjoying it.

17. The seventeenth thing I noticed was the weather. It was a mix of different weather conditions, and it was all so beautiful. I had never seen anything like this before, and I was really enjoying it.

18. The eighteenth thing I noticed was the people. They were all dressed in winter clothes, and they were all looking at me with curiosity. I knew I was the only one from out of town, and they were all wondering what I was doing there.

19. The nineteenth thing I noticed was the food. It was a mix of different cuisines, and it was all so delicious. I had never tasted anything like this before, and I was really enjoying it.

20. The twentieth thing I noticed was the weather. It was a mix of different weather conditions, and it was all so beautiful. I had never seen anything like this before, and I was really enjoying it.

21. The twenty-first thing I noticed was the people. They were all dressed in winter clothes, and they were all looking at me with curiosity. I knew I was the only one from out of town, and they were all wondering what I was doing there.

22. The twenty-second thing I noticed was the food. It was a mix of different cuisines, and it was all so delicious. I had never tasted anything like this before, and I was really enjoying it.

23. The twenty-third thing I noticed was the weather. It was a mix of different weather conditions, and it was all so beautiful. I had never seen anything like this before, and I was really enjoying it.

MR. FELLOWS: I can say from this standpoint by the odor of the fumes in the laboratory, they would have to be open.

MR. FORSTER: Now seeing they could be closed or opened, at will, if they were closed and no fumes could escape from the oven, would that cause it to explode.

MR. FELLOWS: I should think so.

MR. FORSTER: These fumes would multiply in the oven; then supposing the vents were closed, would that cause the oven to explode.

MR. FELLOWS: I should think it would cause an explosion. I know from experience that carbon bisulphide in a dessicator, carbon bisulphide which is a heavy gas, set the flasks in these dessicators, and those fumes being heavy, take the dry flasks in the electric oven and set in that dessicator, the mixture of air by sliding the cover on that dessicator, getting a certain mixture of air in there, the first thing I know it would be an explosion due to heat, but we have not worked with any carbon bisulphide because of the experience I have had with it; we have abandoned it altogether.

MR. FORSTER: Is it clear in your mind, Mr. Fellows, that you noticed these odors present in the room this morning?

MR. FELLOWS: Yes sir.

MR. FORSTER: Now, let us get this straight about this centrifuge; it sets on the floor directly in front of the oven, right next to the door leading into the office.

MR. FELLOWS: Yes sir.

MR. FORSTER: Under the centrifuge then is the motor.

MR. FELLOWS: Yes sir.

MR. FORSTER: Now up on the wall, just above the centrifuge is what I took to be a Reostat.

MR. WILSON: I don't say this because of the fact

in the laboratory, they will have to be done.

MR. WILSON: Now, saying they would be done or opened, at all, it

they were closed and no tubes could escape from the oven, would that answer

it to exclude.

MR. WILSON: I think that is

MR. WILSON: These tubes would not be in the oven, then, according to the

vents were closed, would that answer the question as to

MR. WILSON: I should think it would be an experiment. I know from

experience that tubes which are a separator, or other apparatus which is

a heavy gas, and the tubes in these apparatus, and those tubes being in

take the air from the electric oven and not in that direction, the

distance of air by filling the oven or in that direction, getting a certain

distance of air in there, the time being, I know it would be an experiment

and so that, but we have not worked with any other apparatus because of the

experiment - have had with it; we have a machine in the laboratory.

MR. WILSON: Is it about the same, Mr. Wilson, that you

noticed there where present in the room this morning?

MR. WILSON: Yes sir.

MR. WILSON: Now, let us get this straight about this centrifuge, is

right on the floor directly in front of the oven, right next to the door leading

into the office.

MR. WILSON: Yes sir.

MR. WILSON: When the centrifuge is in the room.

MR. WILSON: Yes sir.

MR. WILSON: Now, up on the wall, just above the centrifuge in the

back of a door.

MR. FELLOWS: Yes, it is a Reostat.

MR. FORSTER: Now, in starting that centrifuge you move the reostat from neutral, or whatever you would call it, up the scale to increase the speed of the centrifuge, is that right?

MR. FELLOWS: Yes sir.

MR. FORSTER: Now, in moving that have you ever noticed sparks coming off of the Reostatt?

MR. FELLOWS: No, I have never noticed sparks on the Reostatt.

MR. FORSTER: Do you know whether the moving of the Reostatt from one button to another button would cause sparks.

MR. FELLOWS: I never had noticed that myself.

MR. FORSTER: You do not know whether that would cause a spark?

MR. FELLOWS: No I do not.

MR. FORSTER: And you are not able to say whether if the Reostatt lever was left partly on one button and partly on another that that would cause a constant spark.

MR. FELLOWS: The Reostatt is now just the way it was when the explosion happened and that was away up on high and that apparatus was running at the time.

MR. FORSTER: It was on high, you say?

MR. FELLOWS: Yes sir:

MR. FORSTER: That is on high speed?

MR. FELLOWS: Yes sir.

MR. FORSTER. As I remember seeing the Reostatt it was about half way over.

MR. FELLOWS: As I was looking over it, and nobody has touched it as I know, it is on high because the lady was going out there to shut it off

and she was standing by the door, and I called her back and just in a second the second explosion, but I came back in the laboratory myself for a chemical.

MR. FORSTER: Was that Mrs. Housel?

MR. FELLOWS: Yes.

MR. FORSTER: Where was she when the second explosion occurred.

MR. FELLOWS: She and I were in the laboratory.

MR. FORSTER: The large laboratory?

MR. FELLOWS: Yes, and I hesitated whether to go back in there or not and I came back and got the chemical about 8 feet from the doorwar.

MR. FORSTER: What chemical was that?

MR. FELLOWS: For fire protection, the fire extinguisher.

MR. FORSTER: Do you know anything had been moved around the Reo-statt or whether it has been tampered with.

MR. FELLOWS: Nobody has touched it as I know of.

MR. FORSTER: I wish you would look at it and not move it and let me know the exact position of it. You think it was clear over?

MR. FELLOWS: Yes, 4,500.

MR. FORSTER: Now, Mr. Fellows, after this first explosion can you say definitely as to whether the centrifuge was running.

MR. FELLOWS: Well, the only thing I can draw from that is what the lady said to me; she was going in to turn the electricity off; to turn off the apparatus.

MR. FORSTER: That was after the first explosion?

MR. FELLOWS: And I kept her out of there, and that is the only thing I know about it.

MR. SNOW: This centrifuge that you speak of, what are the functions of that.

MR. FELLOWS: The function of the centrifuge is to draw sediment; we take it from the agitator and put it in the centrifuge and the centrifuge throws all the heavy material to the bottom and that leaves a clear liquid, and that is what we use with our experimental work.

MR. FORSTER: What was in this centrifugal at the time it was running?

MR. FELLOWS: Samples of flour in water.

MR. FORSTER: Anything that could have exploded?

MR. FELLOWS: No, nothing that could explode.

MR. ELIFF: Who was in the room at the time of the explosion?

MR. FELLOWS: Dr. Coleman and Mrs. Housel.

MR. SNOW: It was about noon.

MR. FELLOWS: I really don't know except that the clock stopped at 12 o'clock.

MR. LUCAS: It was 10 minutes to twelve.

MR. SNOW: And the second explosion occurred after you put the chemicals on from the fire extinguisher.

MR. FELLOWS: There wasn't anything on the fire at that time. Dr. Coleman rushed out of the room to the fire box to ^{put} ~~pull~~ in the alarm, and I got Mrs. Housel and made her come out of there. Then I picked up coats and hats and then I came back into the room and ~~then~~ got the extinguisher and for an hour or so I had a nice coughing spell.

MR. SNOW: Well, it is not clear to me when the second explosion occurred.

Q. Now, the function of the ventral eye is to see the bottom of the tank.

A. Yes, that is the function of the ventral eye, and it is in the ventral eye that the light is reflected.

Q. All the light is reflected to the ventral eye and that is why it is called the ventral eye.

A. Yes, that is the function of the ventral eye, and it is in the ventral eye that the light is reflected.

Q. What is the function of the ventral eye at the time it is reflected?

A. The function of the ventral eye is to see the bottom of the tank.

Q. Now, the function of the ventral eye is to see the bottom of the tank.

A. Yes, that is the function of the ventral eye, and it is in the ventral eye that the light is reflected.

Q. The ventral eye is in the ventral eye, and it is in the ventral eye that the light is reflected.

A. Yes, that is the function of the ventral eye, and it is in the ventral eye that the light is reflected.

Q. I understand, and I understand that the light is reflected to the ventral eye.

A. Yes, that is the function of the ventral eye, and it is in the ventral eye that the light is reflected.

Q. The light is reflected to the ventral eye, and it is in the ventral eye that the light is reflected.

A. Yes, that is the function of the ventral eye, and it is in the ventral eye that the light is reflected.

Q. The light is reflected to the ventral eye, and it is in the ventral eye that the light is reflected.

A. Yes, that is the function of the ventral eye, and it is in the ventral eye that the light is reflected.

Q. The light is reflected to the ventral eye, and it is in the ventral eye that the light is reflected.

A. Yes, that is the function of the ventral eye, and it is in the ventral eye that the light is reflected.

Q. The light is reflected to the ventral eye, and it is in the ventral eye that the light is reflected.

A. Yes, that is the function of the ventral eye, and it is in the ventral eye that the light is reflected.

Q. The light is reflected to the ventral eye, and it is in the ventral eye that the light is reflected.

A. Yes, that is the function of the ventral eye, and it is in the ventral eye that the light is reflected.

Q. The light is reflected to the ventral eye, and it is in the ventral eye that the light is reflected.

A. Yes, that is the function of the ventral eye, and it is in the ventral eye that the light is reflected.

Q. The light is reflected to the ventral eye, and it is in the ventral eye that the light is reflected.

A. Yes, that is the function of the ventral eye, and it is in the ventral eye that the light is reflected.

MR. FELLOWS: Well, the second explosion occurred I should say the second explosion was a minute or a minute and a half after the first.

MR. ELIFF: Is there any ether in these cans over there; did all the ether go up in the flame that was in that room.

MR. FELLOWS: No there are tin cans in that desk and carbonated water.

MR. ELIFF: Was there any ether aside from what was in the oven?

MR. FELLOWS: In those cans over there on the shelf.

MR. ELIFF: They all went up?

MR. FELLOWS: Oh yes.

MR. FORSTER: And the stuff in the bottles, did it go.

MR. FELLOWS: Yes, you see that was what caused the blaze; the heat exploded those.

MR. FORSTER: And that increased the heat.

MR. FELLOWS: You see when that ether burns, you touch a match to it and those flames shoot up to the ceiling; it burns so vigorously.

MR. FORSTER: And that is what caused the blaze in there.

MR. FELLOWS: You see the water just spread the ether out and kept burning, and all that material is lighter than water, and that makes a difference too.

MR. SNOW: Does the Reostatt on the wall control the heating of the oven, or the motor.

MR. FELLOWS: Just the motor.

MR. FORSTER: The Reostatt on the wall has nothing to do with the oven at all.

MR. FELLOWS: No, nothing at all.

MR. SNOW: Is there a switch in the oven which permits you to

increase the heat.

MR. FELLOWS: Yes, there is a switch on it.

MR. SNOW. What was the temperature on the oven.

MR. FELLOWS: When I closed it up my temperature registered 40 degrees centigrade, and I turned the regulator down to have a temperature of about 75 degrees. That is the temperature I have always used.

MR. SNOW. And how long after you closed the oven did the explosion occur.

MR. FELLOWS: I should say ten minutes.

MR. SNOW: And by that time the temperature you do not think could get up to 75.

MR. FELLOWS: Oh, no, that is heated by electric coils, and those coils do not heat up as rapidly.

MR. FORSTER: When is there more likelihood of explosion, under increased heat or decreased heat.

MR. FELLOWS: Increased heat.

MR. FORSTER: Then when the oven is at its hottest there is more likelihood of an explosion than when the oven is at a medium temperature.

MR. FELLOWS: Certainly with that particular type of material.

MR. FORSTER: Now, the oven is an automatic oven.

MR. FELLOWS: We have a regulator in there.

MR. FORSTER: Which keeps it an even temperature; when it gets to a maximum it shuts off. Now, what was the thermostat at this morning, what maximum.

MR. FELLOWS: Well, on that gauge there I think I had it registered on that gauge, let's see, I think about 65.

1. The first...

2. The second...

3. The third...

4. The fourth...

5. The fifth...

6. The sixth...

7. The seventh...

8. The eighth...

9. The ninth...

10. The tenth...

11. The eleventh...

12. The twelfth...

13. The thirteenth...

14. The fourteenth...

15. The fifteenth...

16. The sixteenth...

17. The seventeenth...

18. The eighteenth...

19. The nineteenth...

20. The twentieth...

21. The twenty-first...

22. The twenty-second...

23. The twenty-third...

24. The twenty-fourth...

25. The twenty-fifth...

26. The twenty-sixth...

MR. SNOW: Wasn't it about 40.

MR. FELLOWS: That is when I closed it up.

MR. SNOW: It did run up to 60 and you later run it down.

MR. FELLOWS: I had a higher temperature, and I wanted a lower temperature, and to hasten things I opened the doors and cooled the oven down, and when my oven was down to 40 degrees I closed it up and ten minutes after that the explosion occurred.

MR. SNOW: That unusual opening of the oven and letting the air in would not have any serious effect?

MR. LUCAS: The oven was empty then.

MR. FELLOWS: I had just put my material in; I had just closed it up; my experiment was just started.

MR. FORSTER: And was the experiment in the oven when you opened the doors to cool it off.

MR. FELLOWS: No sir.

MR. FORSTER: And when you opened the doors to cool it off is when you placed your experiment in the oven.

MR. FELLOWS: Yes sir.

MR. FORSTER: And then closed the doors and ten minutes thereafter the explosion occurred.

MR. FELLOWS: Yes sir.

MR. FORSTER: Now, you say the maximum temperature that you had the oven set for was 65 degrees.

MR. FELLOWS: That was at that special time; I would not say exactly; it was approximately 65.

MR. FORSTER: Now, what do you usually carry that.

MR. FELLOWS: On that particular work I never go above 75.

Q. Now, when it is about 10.

A. Yes, that is about 10.

Q. Now, it is about 10 and you later on in town.

A. Yes, I had a light temperature, and I had a light pulse.

Q. Now, and to be sure, I think the doctor had looked the oven down, and then

it over was taken to the hospital I think it up but ten minutes after that the

explosion occurred.

Q. Now, that was the opening of the oven and looking the air in words

and have any other answers?

A. Yes, the oven was empty then.

Q. Now, I think you had put up material in it and that is about it.

A. Yes, that is about it.

Q. Now, and was the experiment in the oven when you opened the

oven, was it not?

A. Yes, that is about it.

Q. Now, the oven was opened and the door was shut is it not?

A. Yes, that is about it.

Q. Now, the oven was empty.

A. Yes, that is about it.

Q. Now, the explosion occurred.

A. Yes, that is about it.

Q. Now, the oven was empty, and the explosion temperature, that you had the

oven put for use of the oven.

A. Yes, that is about it.

Q. Now, the explosion occurred.

A. Yes, that is about it.

Q. Now, the oven was empty, and I never saw above it.

MR. FORSTER: At any time do you ever have 80.

MR. FELLOWS: On that particular work, no; I do not have it 80.

MR. FORSTER: What would 65 degrees centigrade be in Fahrenheit?

MR. FELLOWS: That would be 149 degrees Fahrenheit.

MR. LUCAS: What would you consider the danger point of temperature on that experiment.

MR. FELLOWS: Well, I would not want to get any where over 85 to 100 centigrade.

MR. SNOW: What is the maximum temperature to which the oven could be heated?

MR. FELLOWS: I am not ~~am~~ exactly sure on that; I think it is somewhere around 180 degrees centigrade.

MR. ELIFF: In these particular experiments if that had reached 50 degrees do you think that would have caused the explosion?

MR. FELLOWS: No.

MR. ELIFF: I meant 80 degrees, do you think that would have been dangerous?

MR. FELLOWS: I would not be so afraid of 80 as 90.

MR. ELIFF: Well, there is danger in 80 do you think; you would not care to let it go to 80?

MR. FELLOWS: I would not care to let it get too high.

MR. ELIFF: In your opinion would you risk 80; would you figure it would be a risk; if it was 80 there would be a great possibility of such an explosion.

MR. FELLOWS: I should say there might be apossibility.

Mr. [Name]: I am very glad to hear that.

Mr. [Name]: On that point, I am not sure.

Mr. [Name]: That is all of course, but I am not sure.

Mr. [Name]: That is all of course, but I am not sure.

Mr. [Name]: That is all of course, but I am not sure.

That is all.

Mr. [Name]: That is all of course, but I am not sure.

That is all.

Mr. [Name]: That is all of course, but I am not sure.

That is all.

Mr. [Name]: That is all of course, but I am not sure.

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Mr. [Name]: That is all of course, but I am not sure.

Mr. [Name]: That is all of course, but I am not sure.

MR. FORSTER: You say that 90 is dangerous?

MR. FELLOWS: Yes sir.

MR. FORSTER: Would you consider 85 dangerous as compared with 65.

MR. FELLOWS: I should say 85 would be much more danger than 65.

MR. FORSTER: As you would go a ove 65 you would be increasing the danger of explosion.

MR. FELLOWS: Yes, you would be increasing your heat.

MR. FORSTER: Now, I would like to get your opinion as to the element of danger compared with 80 degrees and 90 degrees as compared with what you say the oven was set for 65.

MR. FELLOWS: Well, take it at 90 degrees, I would put material in there if I had a small amount of it; if I had a large amount I would not do it.

MR. FORSTER: Now, the amount of material that you place in the oven, or that you had placed in the oven at any time, has that anything to do with the element of danger in an explosion?

MR. FELLOWS: Well, it is increasing your concentration.

MR. FORSTER. And that is more likely to cause an explosion.

MR. FELLOWS: Yes sir.

MR. LUCAS: Did you have more flasks in the oven than usual?

MR. FELLOWS: No, I had 20 in there, and a number of times I have had 40.

MR. FORSTER: And with the increased amount of material and with an increased temperature the element of danger would be multiplied a great deal would it not?

MR. FELLOWS: Yes sir.

1. The first thing I noticed when I stepped out of the plane was the fresh air.

2. It felt like I had been in a cocoon for weeks.

3. The sun was shining brightly, and the birds were singing.

4. I took a deep breath and felt a sense of peace.

5. The world was so beautiful, and I was so lucky to be here.

6. I felt like I had found a new home.

7. The people were so friendly, and the food was so good.

8. I was so happy to be here, and I was so grateful for everything.

9. I was so lucky to have found this place, and I was so glad to be here.

10. I was so happy to be here, and I was so grateful for everything.

11. The world was so beautiful, and I was so lucky to be here.

12. I felt like I had found a new home, and I was so glad to be here.

13. The people were so friendly, and the food was so good.

14. I was so happy to be here, and I was so grateful for everything.

15. I was so lucky to have found this place, and I was so glad to be here.

16. The world was so beautiful, and I was so lucky to be here.

17. I felt like I had found a new home, and I was so glad to be here.

18. The people were so friendly, and the food was so good.

19. I was so happy to be here, and I was so grateful for everything.

20. I was so lucky to have found this place, and I was so glad to be here.

21.

22. The world was so beautiful, and I was so lucky to be here.

23. I felt like I had found a new home, and I was so glad to be here.

24.

25.

26. I was so happy to be here, and I was so grateful for everything.

MR. SNOW: The grain was placed separately in the oven, and the chemicals in the flasks?

MR. FELLOWS: I had no grain in there at all. I just had oil and this mixture of chemicals. I had made up this solution and added a certain quantity to a definite amount of flaxseed and then I let that set over night and I had 40 c.c. solution in there, and then I pipetted off 10 c.c. into these flasks; then the solution which I pipetted off was clear, containing my linseed oil, ammonia, ethyl ether, ether and alcohol, and in these flasks I had 10 c.c.. I cooled the oven and put them into the oven, and then I evaporate off these solvents, and then I have nothing but my linseed oil left and then I go ahead and weigh it up.

MR. SNOW: You didn't have any flour in there.

MR. FELLOWS: No, no flour.

MR. ELIFF: Did you set the oven?

MR. FELLOWS: Yes, I set it.

MR. SNOW. How is it arranged.

MR. FELLOWS 'It is a little screw.

MR. ELIFF. And you set it for 65.

MR. FELLOWS: Yes sir.

MR. SNOW: Will that dial show the numbers?

MR. FELLOWS: Yes, it is divided off 10, 20, 30, 40.

MR. SNOW: How high does it go?

MR. FELLOWS: I said 180, but I am not sure just about that.

MR. SNOW: These points represent degrees of temperature?

MR. FELLOWS: Yes, represent degrees of temperature.

MR. SNOW: The material in these flasks which was prepared the evening

before, could they have been changed or tampered with?

MR. FELLOWS: No, I had them tightly stopped so there is no danger of escape.

MR. SNOW: What I mean is someone else might have tampered with them.

MR. FELLOWS: No sir, because they could not adulterate them unless there was ~~an~~ a noticeable change in that material; I could tell right off.

MR. LUCAS: Was the composition the same as it was, for instance, the last time.

MR. FELLOWS: I have used this same solution time and time again.

MR. LUCAS: The same quantity.

MR. FELLOWS: Yes, the same quantity, and then I have experimented by using different quantities.

MR. SNOW: Is the gauge still left in the oven.

MR. FELLOWS: Everything is left there unless the gauge has been harmed by the fire; I do not know; I have not looked at it.

MR. SNOW: Was there anyone injured or affected or overcome by the fumes.

MR. FELLOWS: No sir, so far as I know.

MR. SNOW: Dr. Coleman and Mrs. Housel were not injured.

MR. FELLOWS: No they were not injured at all.

MR. SNOW: Was there any fire when the firemen arrived.

MR. FELLOWS: Yes, the room was filled with flames when the firemen arrived.

MR. SNOW: Just from the ignited fumes, or the furniture?

MR. FELLOWS: Why, the furniture was burning in there, and the chemicals generated such a heat in there it scorched everything badly.

MR. SNOW: Have you any theory of the cause of the fire.

MR. FELLOWS: The only thing I can see would be that the concentration would come to such a point, the mixture being just so that the spark in that centrifuge coming from the brushes in there. I do not see where there would be any chance myself after cooling that oven down, and in that length of time it would not heat up enough to do any damage even if the regulator~~xx~~ was not working or something went wrong.

MR. SNOW: Have you had any other explosions in your work at all.

MR. FELLOWS: I have had one; I put that out myself.

MR. FORSTER: That was in the same laboratory.

MR. FELLOWS: That was in the main room; It was on Saturday evening I had two explosions, and I escape without a scratch and was very fortunate.

FELLOWS:

MR. ~~FORSTER~~ That was due to inferior apparatus.

MR. FORSTER: Was that the little tank above the oven?

MR. FELLOWS: No, this was inferior apparatus, and this fire was due to ether catching fire, but what caused the fire was the apparatus being inferior allowed water to enter into it and not perceiving that fact, as customary I turned my distilled ether into my bottle and then all of a sudden this bottle blew up and spread the ether all over the place, and broke one of the other bottles right near me and the heat exploded another, and then I got chemicals and Mr. Christy got a chemical and was playing on the fire and finally controlled it.

MR. SNOW: When was that?

MR. FELLOWS: About two months ago.

MR. ELIFF: Did it do any damage?

MR. FELLOWS: Not a great deal; a very small damage. The amount of damage was not over seven or eight dollars at that time.

MR. SNOW: How was Mrs. Housel injured?

MR. FELLOWS: She was injured by concentrated sulphuric acid in the flask. We were making nitrogen determinations; the acid itself will burn the flesh without being heated, and the inferior flask broke she got it on her hand.

MR. FORSTER: Did it burn her pretty bad.

MR. FELLOWS: Oh yes, they were considering at one time she might have to have her hand grafted.

MR. FORSTER: Do you know whether your office made an official report of that accident.

MR. FELLOWS: As far as I know, + gave a report to Mr. Reese; he was over there.

MR. FORSTER: At the time this explosion occurred that you speak of about two months ago, was there a report made of that fire.

MR. FELLOWS: As far as I know, + think there was, but I am not sure.

MR. FORSTER: That would have been up to Dr. Coleman?

MR. FELLOWS: Yes sir, but I know Mr. Reese was called up and his assistant was over too.

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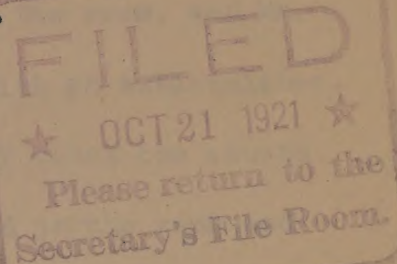
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INQUIRY IN REFERENCE TO THE EXPLOSION AND FIRE, Room 109

WEST WING, May 20, 1921.



MRS. M. N. HOUSEL, Witness:

MR. FORSTER: Will you just begin at the starting of this work over there this morning and tell us in your own words just what was done by those who were in the room where the fire started and what occurred there this morning leading up to the fire.

MRS. HOUSEL: Dr. Coleman and I were working in the same room together, right in the room where the fire started, 109 the West Wing. Dr. Coleman was sitting at that side of the room, and I was sitting at the table and the fire started back of me. I was busy weighing up wheat on the torsion balances getting them ready for the tubes to put into the centrifuge when I heard the terrific explosion, and I turned around and looked, and the blaze was going up from the oven. The charwoman had washed the glassware and put it in the oven this morning and Mr. Fellows whose test was being made in the oven had his stuff in there. I do not know whether he put it in this morning, or whether it was put in yesterday afternoon, but I know that the oven had been opened and shut many times, and just before the explosion, Dr. Coleman and Mr. Fellows had both been to the oven, had read the temperature of the oven and had shut the oven up. Dr. Coleman had sat down at his desk and went to work, and I was working at the same place.

REPORT ON THE PROGRESS OF THE WORK DURING THE YEAR 1900

NEW YORK, MAY 20, 1901.

THE BOARD OF DIRECTORS,

THE AMERICAN SOCIETY OF INTERNATIONAL LAW.

DEAR SIR: I have the honor to acknowledge the receipt of your letter of the 14th inst.

and in reply to inform you that the same has been forwarded to the proper authorities.

I am, Sir, very respectfully, your obedient servant,

JOHN H. MURPHY, Secretary.

Very truly yours,

JOHN H. MURPHY, Secretary.

The undersigned, Secretary of the American Society of International Law, has the honor to inform you that the same has been forwarded to the proper authorities.

I am, Sir, very respectfully, your obedient servant,

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The undersigned, Secretary of the American Society of International Law, has the honor to inform you that the same has been forwarded to the proper authorities.

I am, Sir, very respectfully, your obedient servant,

I ran out the door and Dr. Coleman behind me to turn in the alarm. In the next room I happened to think that the centrifuge was running, and it being right near to this oven I thought if I can turn off the electricity to stop it, so I started back into the room, and Mr. Fellows grabbed me and went back in the room with an extinguisher, and just then the second explosion went off. I think the second explosion was from the chemicals we have stored in the room and this centrifuge next to the electric oven. I suppose the electric wires were connected up, and it blew the top off of the centrifuge and that caused another noise.

MR. FORSTER: Would the stuff in the centrifuge explode from heat?

MRS. HOUSEL: No, that was my work. I had two grams of wheat flour and 20 c.c. of water, distilled water; that was everything that was in it, and you know there wasn't anything there to explode.

MR. FORSTER: Now, when you were sitting there at the desk and heard the explosion and turned around and saw a blaze coming out of the oven, do you recall what the front of the oven looked like?

MRS. HOUSEL: No, all I could see was the blaze. You see it. made an awful noise and of course the blaze must have come out where the door busted. The first thing was the blaze; that door either had to come open or it came from the explosion.

MR. FORSTER: Did Dr. Coleman speak anything about the temperature when he and Fellows took the temperature?

I ran out the door and Dr. Coleman behind me in the alarm.

In the next instant I happened to fall down the stairs and was running.

and it being right that to this day I thought it I am sure of it.

electricity I saw it, as I watched back into the room, and the

yellow light of the lamp was in the room with an extraordinary

and just then the second explosion went off. I believe the second

explosion was from the chemicals as they were stored in the room and

it is certainly hard to see electricity when I suppose the electric wires

were connected at, and it blew the top off of the structure and the

other structure also.

With the result in the center, the explosion was

heard

Dr. Coleman: No, that was my wife. I had no chance of seeing

them and my wife, of course, mentioned what that was everything that

was in it, and the two other women's entrance there to the door.

Dr. Coleman: Now, when you were talking about the first

and heard the explosion and then, around the first floor corner, and

of the room, do you recall what the floor of the room looked like?

Dr. Coleman: No, sir, I recall you saw the floor. You saw it.

And afterward, when you saw the floor, the floor was covered with

the floor covered. The floor was not the same, that was the

but it was even or it was from the explosion.

Dr. Coleman: Now, Dr. Coleman, when you saw the floor, the

when he got to the floor, the floor was

MRS. HOUSEL: Yes.

MR. FORSTER: What did he say it run.

MRS. HOUSEL: I think they said 40, something around 40, but I wouldn't swear to it, and of course, when I was busy on my work I wouldn't pay any attention to what they were doing.

MR. FORSTER: The explosion occurred shortly after Fellows went out of the room, after he had read the temperature?

MRS. HOUSEL: Yes, it was not so very long afterwards, a half hour I should judge. It was not so long; I could not tell just exactly how long.

MR. FORSTER: And you don't know if when Mr. Fellows and Dr. Coleman read the temperature but what they might have put the experiment in the oven at that time.

MRS. HOUSEL: I could not say; he might have put that test in last night, don't you see; they often had put it in at night and then they tell us in the morning not to open the oven until they read the temperature.

MR. FORSTER: And the oven is often run all night.

MRS. HOUSEL: It runs all the time.

MR. SNOW. Did they seem to agree on the temperature; was there any difference of opinion as to how high it should be.

MRS. HOUSEL: They just read it and went on, Mr. Snow; They did not have any talk about it.

MR. FORSTER: When you turned that rheostat there to start the centrifuge there is a lot of little buttons all the way down.

MRS. HOUSEL: Yes, little steps.

MR. FORSTER: Have you ever noticed as you turned that that it causes sparks in going from one button to another?

MRS. HOUSEL: Yes, tiny little sparks.

MRS. FORSTER: Have you ever noticed that by leaving the lever half on one and half on another that it is likely to cause a constant spark there?

MRS. HOUSEL: You see when it is off it is over here, and when it is on it is over here. Now, we have a great big brake down here; and we have an electric button up here to turn the current on. I let that run for a little while, starting it off slow. We start it this way. We take it over one and pause a while and you can feel the vibration of the centrifuge as it goes around.

MR. FORSTER: Then the lever is fastened at the top and the buttons are at the bottom.

MRS. HOUSEL: Yes sir.

MR. FORSTER: This centrifuge had been running ten minutes.

MRS. HOUSEL: We let it run 15 minutes at a time. Dr. Coleman was there when I put the work in; it only had five minutes more to run and then that would have been done.

MR. FORSTER: Have you ever noticed sparks coming out from under the centrifuge where the motor is located?

MRS. HOUSEL: No sir, never.

MR. FORSTER: But you have seen sparks from the rheostat.

MRS. HOUSEL: Yes sir, tiny little sparks.

MR. SNOW: There could have been some cross wires on the inside?

MRS. HOUSEL: But it is a very tiny little spark.

1. The first thing I noticed when I stepped out of the plane was the fresh air.

It was a relief, in a way, from the stuffy atmosphere of the city.

My first impression was that the people here were friendly and open.

They seemed to be more relaxed than the people I had met in the big city.

It was a pleasant surprise, and it made me feel more at ease.

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They seemed to be more relaxed than the people I had met in the big city.

MR. FORSTER: JUST ENOUGH if there happened to be ~~some~~ of those fumes coming out of the oven that it would blow up.

MR. SNOW: How long have you had that oven?

MRS. HOUSEL: Ever since I have been there. I have been there two years and it was there when I went over there. I could not tell you how it started to save my life.

MR. SNOW: Was Mr. Fellows in the room when the second explosion occurred?

MRS. HOUSEL: He ran in and made me come out. I started in to throw off this centrifuge current. The switch is other there on the wall and I thought I could have dashed over there and thrown it off. My idea was to save this centrifuge because they told us that if that blew to pieces it would do a lot of damage, and my idea was to keep it from bursting and I was going to throw off the current, and as I went in to turn that off, Mr. Fellows grabbed me and says: "The fumes will kill you," and he grabbed up the fire extinguisher and went in, and when he came out he was purple, as purple as if he had been gassed.

MR. SNOW: Was there anyone else affected by the fumes?

MRS. HOUSEL: I do not think so; we all got it down our throats. Now, I think the fire could have been kept in the corner if it had not been for the chemicals we had stored in the room. We have not got room to turn around. We haven't even space to work in.

MR. FORSTER: You felt all the time that you had too many pounds of chemicals stored in the laboratory?

MRS. HOUSEL: Yes, around where we people have to work.

MRS. FORSTER: Has that ever been mentioned?

MRS. HOUSEL: Yes, we have talked about it that we ought to have another room for storage, but we cannot get it; they won't give it to us.

MR. SNOW: Is it necessary to have very much of that explosive material.

MRS. HOUSEL: Yes sir, we use a lot of it.

MR. SNOW: But not nearly so much as is stored there.

MRS. HOUSEL: Well, I do not know about that, but I know there is a lot in there, and we use it very rapidly, and then I think there was lots of bottles broken with water. My iodine bottle which was on the desk, when we looked in there, it was perfectly safe; it had not been touched, and we went in after the fire was over and it had two or three gallons of iodine in it. I use that in my work all the time and have it setting on the table. But to tell you how it started I could not tell you. The first explosion scared me and that is when I got out, but when I saw it was all in one corner I thought I could throw off the switch and get out through the other door. It was a good thing I did not go in because I would have been just about caught by the second explosion.. I thought I had plenty of room to run in as the blaze was all in one side.

MR. FORSTER: Mr. Fellows picked up the fire extinguisher and went back into the room.

MRS. HOUSEL: Yes sir.

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MR. FORSTER: And when he came out he looked as if he had been gassed and was in bad shape.

MRS. HOUSEL: Yes sir, he was the funniest color.

MRS. FORSTER: What color was he?

MRS. HOUSEL: Purple, a deep purple.

MR. SNOW: Did he use the extinguisher?

MRS. HOUSEL: I do not know; the firemen were there by that time and the water was deep and we had to stay away.

MRS. SNOW: Similar experiments have been conducted regularly.

MRS. HOUSEL: Yes, since January; it has been a long time, since cold weather; it may have been December.

MRS. FORSTER: He has had accidents over there before?

MRS. HOUSEL: Yes, but not such accidents as this.

MR. FORSTER: Are you familiar with the operation of the oven?

MRS. HOUSEL: No sir, I do not touch the oven at all.

MR. FORSTER: Did you know there was some grain sacks on the top of the oven?

MRS. HOUSEL: Yes sir.

MR. FORSTER: Do you know how long they had been there?

MRS. HOUSEL: Yes sir; Our space is so taken up that we throw anything up, we threw them up on these things as fast as we use these samples, and the new ones come in. I do not know how long these wheat

1. The first thing I noticed when I stepped out of the plane was the fresh air.

It felt like I had been breathing stale air for years.

The second thing I noticed was the sound of the birds singing.

It was a beautiful melody that I had never heard before.

The third thing I noticed was the smell of the flowers.

It was a sweet fragrance that made me feel like I was in a dream.

The fourth thing I noticed was the sight of the mountains.

They were majestic and beautiful, and they made me feel like I was in a new world.

The fifth thing I noticed was the feeling of the sun on my face.

It was warm and comforting, and it made me feel like I was home.

The sixth thing I noticed was the sound of the water.

It was a gentle trickle that made me feel like I was in a peaceful place.

The seventh thing I noticed was the sight of the trees.

They were tall and green, and they made me feel like I was in a lush garden.

And so,

the eighth thing I noticed was the feeling of the earth under my feet.

It was firm and solid, and it made me feel like I was grounded.

And so,

the ninth thing I noticed was the feeling of the sky above me.

It was vast and open, and it made me feel like I was free.

The tenth thing I noticed was the feeling of the wind in my hair.

It was cool and refreshing, and it made me feel like I was alive.

The eleventh thing I noticed was the feeling of the sun on my back.

~~sacks were~~

samples had been up there.

MR. SNOW: They were empty.

MRS. HOUSEL: No, some had grain, wheat samples.

MR. LUCAS: They were on top of the oven. That closed up the top vents.

MRS. HOUSEL: We had grain up there in those sacks, but whether it was over the vents, I do not know.

MR. SNOW: Who threw the grain sacks up on the oven?

MRS. HOUSEL: I think Dr. Coleman, I am not sure.

MR. FORSTER: Was there any grain in the sacks at all?

MRS. HOUSEL: Yes sir.

MR. SNOW: The idea was to get them out of the way.

MRS. HOUSEL: There was no other place to put them. If you leave them on the floor the mice get in them and they put them on the oven away from the mice.

MR. SNOW: Do you recall if at any time any one mentioned about the vents on top being affected by putting grain sacks up there.

MRS. HOUSEL: No sir.

MR. FORSTER: Do you know if at any time they have corked up these vents?

MRS. HOUSEL: No sir.

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MR. FORSTER: Ever hear any of the men saying they wanted to increase the heat by stopping the vents.

MRS. HOUSEL: No sir.

MR. SNOW: You spoken about some cork being blown out.

MR. FORSTER: No, Mr. Lucas said one of the vents had a rubber cork in it and one had a thermometer in it.

MRS. HOUSEL Well they may have been stopped up for all I know, and the force might have taken the corks out.

INQUIRY IN REFERENCE TO THE EXPLOSION AND FIRE, Room 109,

WEST WING, May 20, 1921.

MRS A. CHRISTIE, Jr., Scientific Assistant and Chemist, Witness.

MR. FORSTER: Mr. Christie, were you present in the laboratory the day the explosion occurred.

MR. CHRISTIE: I was in room 111; that is the adjoining room.

MR. FORSTER: Will you state in your own way just what was being done in the laboratory and what occurred, and what was done so far as you know.

MR. CHRISTIE: Well, I was sitting at the table on the north side of the room between the two windows there, and I was doing some calculating. As I heard the first explosion I looked around and the door was open between the two rooms, and I saw the first flash, and there was a second explosion occurred just under, started just under the centrifuge. Of course, after that, I got out; that was all I actually saw.

MR. FORSTER: You say the second explosion apparently came from under the centrifuge.

MR. CHRISTIE: Yes sir.

MR. FORSTER: Where did it appear to you the first explosion came from?

MR. CHRISTIE: As I looked around there was just a flash there, a

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general flash, and I could not tell definitely.

MR. FORSTER: Was it higher than the second explosion?

MR. CHRISTIE: Yes, it seemed to be higher; the flash was up higher.

MR. FORSTER: It appeared that it might have come from the doors of the oven, about that height.

MR. CHRISTIE: Yes.

MR. LUCAS: Did the second explosion disturb the centrifuge in any way.

MR. CHRISTIE: Well, as far as we are able to judge it did.

MR. LUCAS: Was the cover blown off or anything.

MR. CHRISTIE: Why, the cover was blown off, in fact it was blown high enough that one of the hinges was broken. It is casting; the doors are casting, and one of the hinges were broken.

MR. FORSTER: To the centrifuge?

MR. CHRISTIE: Yes.

MR. SNOW: How many explosions were there.

MR. CHRISTIE: Why, they tell me there were three; I do not know of but the two; of course, I got out of there and got my coat and hat and lunch and turned them over the watchman at the Bieber building, and then I went back, and they say there was a third explosion. I understand though that that was caused by some of them knocking some chemicals off of the holders.

MR. FORSTER: Well, I believe there were several of those; I was standing in the hall and I saw several of those flashes in that room.

MR. CHRISTIE: It was a pretty hot fire.

MR. SNOW: Mention has been made of this centrifuge or centrifugal.

MR. CHRISTIE: They are the same thing.

MR. SNOW: What is the correct name.

MR. CHRISTIE: We usually call it the centrifuge; some people call them centrifugal; it does not make much difference; you see the term centrifugal includes anything that spins around.

MR. FORSTER: Mr. Christie, in your work, do you have anything to do with this oven.

MR. CHRISTIE: Not the one that exploded, no. We have that smaller oven out in the other room and I use that in my work, and nothing of an explosive nature goes in there if I can help it.

MR. FORSTER: You are not in a position to state anything about the condition of the oven that exploded a few minutes prior to the time it exploded, as to temperature or its contents?

MR. CHRISTIE. No, I do not personally know.

MR. FORSTER: You say personally, you mean you do know of it through others.

MR. CHRISTIE: Only through what the others said. I understand that Dr. Coleman had had the oven open quite a bit that morning and it was thoroughly ventilated before this young man put his materials in there and that he had looked at the oven approximately ten or fifteen minutes before that, and it was only up to about 40 degrees centigrade.

MR. FORSTER: That was at the time they looked at it.

MR. CHRISTIE: Yes.

MR. SNOW: Have you ever used the oven yourself.

MR. CHRISTIE: Not that one, no. They use it largely, except when he is using it, they use it for drying glassware and stuff like that.

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The heat is not uniform and you cannot use it for anything where you want to determine the moisture or anything like that.

MR. SNOW: Have you ever had any trouble with that oven?

MR. CHRISTIE: No, no, there is no reason they should have trouble with it.

MR. SNOW: What is your theory of the cause of the explosion.

MR. CHRISTIE: Well, now, I will tell you, the first one I cannot understand. I do not know just why it exploded. There is no doubt but what there was an explosion of gasses there, and the second one there is no doubt but what the commutator on the centrifuge set it off. But as to the first explosion I do not know.

MR. SNOW: By a spark you mean.

MR. CHRISTIE: I do not see how there could possibly be any spark in the oven.

MR. SNOW: I mean the second explosion.

MR. CHRISTIE: Well, a spark on the commutator might. My first idea when I first saw it was that the centrifuge was the thing that had exploded because I thought maybe the oil had gotten too hot in the bearings down there and had formed an explosive mixture. That was my first impression. Of course when I saw what the oven had done and realized that the first explosion came from that, I knew that was it.

MR. FORSTER: Mr. Christie, if when Dr. Coleman and Fellows looked at the oven and the thermometer registered 40, do you suppose it could have run up to 80 in ten or fifteen minutes.

MR. CHRISTIE: There is a possibility of it there, if they had had the door open any length of time. Now, I do not know just where that thermometer is located.

The fact is that neither you nor I can do it for anything where you

want to determine the existence of anything like that.

Mr. [Name] is to be sure, but any evidence which is given

Mr. [Name]: No, no, there is no reason why they should have

provided with it.

Mr. [Name]: But in your theory of the cause of the explosion,

Mr. [Name]: Well, now, I will tell you, and first the I cannot

understand. I do not know just why it exploded. There is no doubt but

what there was an explosion of gas in there, and that is the cause of

no doubt but what the explosion of the gas was not at all. But in

to the fact, however I do not know.

Mr. [Name]: Yes, I think you mean.

Mr. [Name]: I do not see how there could possibly be any

water in the oven.

Mr. [Name]: I think the reason is this.

Mr. [Name]: Well, a glass of water was in the oven, by the way.

Now when I think of it, it was that the water was in the oven and

exploded because I thought that the glass was in the oven and was

just down there and had turned an explosive mixture. That was my first

impression. Of course when I saw what the glass was and realized

that the first explosion was from that, I knew that was it.

Mr. [Name]: In addition, it was in the oven and the water was

at the oven and the atmosphere was very hot, so you suppose it would

have run up to 30 in ten or fifteen minutes.

Mr. [Name]: There is a possibility of it being, it may have had

the door open any length of time. Now, I do not know just where that

thermometer is located.

MR. LUCAS. Gauge, you mean?

MR. CHRISTIE: Yes, the gauge, they cannot tell anything about that. We have a thermometer inside of the oven and we don't judge by the gauge. We have a chart that we have figured out ourselves.

MR. LUCAS. You mean the thermometer on the inside that is on the right side.

MR. CHRISTIE: That is the thermometer you have to go by. You say that registers about 80. You know I turned that gauge and run it up to 200 the other day to show you. You cannot tell anything by that gauge.

MR. FORSTER: When they speak of 40 when they look at the oven, do they mean the thermometer.

MR. CHRISTIE: Yes in the oven.

MR. FORSTER: Then when we speak of the one registering 80 that is the gauge?

MR. CHRISTIE: Well, that is supposed to be automatic. We do not pay any attention to that; we set it at a certain temperature if we want 40, but that gauge on there is not accurate and we have not been using that as any criterion for quite a while.

MR. FORSTER: Well, if that gauge was set at 80 degrees it so fixed the temperature in that oven that it could not go above 80 degrees, is that right.

MR. CHRISTIE: No, not with that gauge as it was working. Now, that is one of the objections to the Frieze oven; that thing is not accurate. You cannot tell a thing by that gauge.

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MR. LUCAS: How much is it off?

MR. CHRISTIE: Oh I do not know, off hand. We have a record of it over there and know just how to set it.

MR. LUCAS: Is it any appreciable variation, ten degrees?

MR. CHRISTIE: Oh yes, more than that. I imagine as much as 50 or 60 degrees.

MR. SNOW: Has your oven in the other room any vents in it.

MR. CHRISTIE: Oh yes; it has three holes in the bottom and the air passes in over the heater and comes right out of the top.

MR. SNOW: Any in the sides.

MR. CHRISTIE: No, none in the sides because the air would not be uniform.

MR. SNOW: What would happen if you would plug up that vent.

MR. CHRISTIE: I would have trouble with my determinations.

MR. SNOW: Would it result in any explosion?

MR. CHRISTIE: Not with what I use it for. We don't put any explosive mixtures in there.

MR. SNOW: But it might result in an explosion if you had an explosive gas in there?

MR. CHRISTIE: Yes, we could plug it but I cannot plug it up because the oven would not work efficiently. In fact, none of these electric drying ovens would work efficiently unless there is some means of the air circulating in them.

MR. LUCAS: Did you know that there was some grain bags on the top of that oven.

MR. CHRISTIE: Yes, I knew that.

Mr. Chairman: I am glad to see you.

Mr. Chairman: I am glad to see you.

Mr. Chairman: I am glad to see you.

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Mr. Chairman: I am glad to see you.

Mr. Chairman: I am glad to see you.

MR. LUCAS: They were in such a position that they would choke up that top vent.

MR. CHRISTIE: Well, I do not know; I do not know just where that vent is.

MR. LUCAS: Right in the center of the top.

MR. CHRISTIE: That particular oven has about five or six vents on it, one on each side.

MR. SNOW: What did Mr. Boerner say about it?

MR. CHRISTIE: He came in and says: "Well, good bye, I am going to Italy tonight."

MR. FORSTER: Now, about that gauge, if it is set at 80, being automatic it would prevent the oven from going above 80 degrees, would it not?

MR. CHRISTIE: If that gauge was accurate, working accurately, and was set at 80 degrees, when it reached 80 degrees the current would be turned off. Now, of course, there is a slight tendency for an oven to give off four or five degrees of heat after it goes up there. Now, my little oven over there I have an automatic control on there and I can control the temperature on that oven within a half a degree.

MR. FORSTER: Well in the condition this automatic gauge is at present what would you say as to it getting up to 80 degrees centigrade, what would happen.

MR. CHRISTIE: It would cut off when it reached the temperature to work the gauge, but what I mean is that the gauge would probably cut it off at a lower temperature. I do not know just how the gauge

is working. They had it written out on a sheet of paper and Dr. Coleman and Mr. Fellows were the only ones that understood that and they knew just how it worked. But say for instance that gauge was 80 and would cut off at 40, it surely would not get any higher than 45 degrees. That is a maximum variation.

MR. FORSTER: Is there any chance at all that that gauge refused to work and that oven could run up there to a temperature that would cause trouble.

MR. CHRISTIE: I have never known them to stick; that is the only possibility if it was stuck.

MR. FORSTER: There is nothing about the centrifuge that would explode.

MR. CHRISTIE: No, there is nothing in there; there was nothing but flour and water in the tubes in there and that was spinning.

MR. FORSTER: Your idea was that a spark from the motor under the centrifuge ignited some fumes from the oven is what caused the second explosion?

MR. CHRISTIE: Yes.

MR. FORSTER: I cannot get clear in my mind what caused that lid to blow off.

MR. CHRISTIE: I cannot either; there is only two small holes under neath that centrifuge and surely enough gas could not be forced to blow off that lid. The rod was supposed to be straight; it is about that long, and it bent it up that much,-- the hinge rod and broke one of the pieces of castings off.

MR. FORSTER: There must have been some force there.

MR. CHRISTIE: Yes, there must have been.

MR. FORSTER: Do you suppose by any chance the lady that handled that could have gotten something in that centrifuge that could not have belonged there.

MR. CHRISTIE: No, there is no danger of that,,unless the only possibility that I could see would be that the explosion mixture had come out into the air and had filled that centrifuge at the same time it filled the room, and when the second explosion occurred it set the whole business off. That is the only possibility I can see, and I do not see how the gas could do that because the top of that thing is closed. There is no need of ventilation in there; there is just a couple of holes in the bottom to let anything that breaks to drain out.

MR. FORSTER: And with the lid of the centrifuge tight even the holes in the bottom the gasses would not go up in there.

MR. CHRISTIE: No.

MR. SNOW: Was the centrifuge in the oven.

MR. CHRISTIE: No indeed, it sets opposite the oven.

MR. SNOW: What did Mr. Fellows have in the oven at the time?

MR. CHRISTIE: As I understand it he had been making some extractions with what they call Gottlieb mixture; as to just what the mixture was, he had been varying the proportions of the mixture; there was petroleum ether, ethyl ether and ammonia and one or two other things. They had been working on a rapid method for the determination of fat in flax and had been trying to find something that would take it out

quick.

MR. FORSTER: Do you know, or do you believe from your experience that the varying of those quantities of the mixture would in any way be likely to cause an explosion?

MR. CHRISTIE: No, not any more than the separate things themselves would. Of course, if ether gets in the air in an explosive mixture it will explode or petroleum or alcohol either. It is just like gasoline in a gasoline engine in the winter time; it don't run very good until that gas ~~gxxx~~ gets heated up.

MR. FORSTER: I understood from Mr. Fellows that he had experimented a great deal with varying quantities of the various things, changing them, increasing them, decreasing them, in proportion with each other, and that none of the various stages had shown any difference and that he had had no trouble with it.

MR. CHRISTIE: He had been working on that proposition ever since the first of January and may be longer, and he had had no trouble. No, we had not had a bit of trouble with that.

MR. SNOW: Were you present when this previous explosion occurred a month or so ago.

MR. CHRISTIE: Yes, well that was not exactly an explosion. He had hard luck that day. That was an unfortunate situation; he had broken his ~~xxxxxxxx~~ container, one of the glass containers, and went over to the mill and borrowed one and he put it up and started to use it, and of course, after we distilled the ether over and then we put it over sodium and the sodium was giving off hydrogen to beat the band, and all of a

sudden it blew the stopper of the bottle off and set it on fire, and we come to find out after we looked over the container carefully that it was broken on the inside. It evidently had been shipped to us in that condition and water was running right in from the top right into the ether. Yes, I was there by a large majority that day. We used one fire extinguisher and had an awful mess on Monday morning.

MR. FORSTER: I understand, Mr. Christie that there was about 150 or 175 pounds of explosive material kept in the laboratory. What is your opinion of the practice of keeping 100 or 175 pounds of explosive in the laboratory?

MR. CHRISTIE: Well, now, personally if it was my laboratory I will tell you what I would do. The Bureau of Mines handles that proposition ^{alborene} very satisfactorily. We had steel cabinets and had ~~greasxtone~~ tops on our tables. Personally I think it would pay the Department to put in steel cabinets in place of the wooden cabinets and instead of having the tops cheap compo boards if they had these alborene tops.

MR. FORSTER: What effect, Mr. Christie would a fire have on one of those steel cabinets if they were full of petroleum ether or ethyl ether.

MR. CHRISTIE: The chances are pretty good that there would not be any damage at all.

MR. FORSTER. The heat would not have any effect.

MR. CHRISTIE: Well, you see the advantage of those steel cabinets is that there would not be anything around there to burn so that the heat would not get very close to it.

MR. FORSTER: Well, I had in mind a fire similar to the one that

occurred the other day when the apparatus would explode and set fire to bookcases or chairs or desks and cause heat in the room.

MR. CHRISTIE: Well, now, personally, I do not think much of this business of having any more wooden furniture in a chemical laboratory than absolutely necessary outside of one or two chairs, and the balance I would not have wood in it of any kind. There are two advantages to a thing like that. If you have steel cabinets there is an element of safety to it, but if you have stone tops acid will not affect, and if you have metal shelves ~~xxxxxxx~~everything/metal, then there is not much danger of anything catching on fire. Say, for instance, you spill a little alcohol and it caught on fire and burned on the shelf there is no danger of its spreading.

MR. FORSTER: These were metal shelves.

MR. CHRISTIE: Yes.

MR. FORSTER: As we are situated now, in the laboratory, Mr. Christie, do you consider it good laboratory practice to have 150 pounds of explosive material in it.

MR. CHRISTIE: Well, I do think that they ought to have a steel cabinet of some kind to put it in.

MR. FORSTER: Some place for storage.

MR. CHRISTIE: Yes, you see of course, you have to have a certain amount there; you are working with it all the time.

MR. SNOW: How much do you use daily.

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MR. CHRISTIE: Well, it will run about 15 to 25 pounds I judge that you are working with more or less all the time.

MR. FORSTER: Your suggestion is to have proper ventilation for those laboratories?

MR. CHRISTIE: Yes.

MR. FORSTER: And as they are now there is not proper ventilation?

MR. CHRISTIE. No. I think a whole lot of Dr. Carney's dissatisfaction practically all of it will disappear and everything will work better, and I do not think we will have near as much danger.

MR. SNOW: Well, there was an electric oven going and the windows were open.

MR. CHRISTIE: Yes, but you see there is quite a bit of space. Ofcourse, there is almost as much space between the window and the ceiling over there as there is here.

MR. FORSTER: AND a place for fumes to accumulate up there.

MR. CHRISTIE: Yes, and you notice that is just exactly what happens and the smoke in there accumulated right above the windows there.

MR. FORSTER: Do you know whether there is a ventilator in the top of that room; that is on the wall right up close to the ceiling.

MR. CHRISTIE: I think there is.

MR. FORSTER: Evidently it did not work that day because the smoke and fumes that gathered in that room were terrible.

MR. CHRISTIE: They hung right up on the wall there.

MR. SNOW: Have they had any similar explosions over in the

Bureau of Chemistry or any other of the laboratories.

MR. CHRISTIE: Not that I know of, no.

MR. SNOW: Do they use electric ovens in chemistry?

MR. CHRISTIE. Oh yes, electric ovens are the only things. Gas is too dangerous. There is no danger of a spark in an electric oven. If your connections are tight in an electric oven there is no danger; whereas, if you have a gas oven, you have an open flame there all the time.

MR. FORSTER: Then you cannot have even temperature as well as you can with electricity, can you?

MR. CHRISTIE: Well, of course, that can be regulated.

MR. FORSTER: The pressure of gas varies.

MR. CHRISTIE. Well that can be eliminated too because you have a gas regulator that will keep gas pressure within two-tenths of an inch. That could be regulated, of course, but the biggest trouble is raising it. Where I dry my flour I use a temperature of 105 in my electric oven and boiling water you see is a hundred. If I had a gas oven I would have to either use glycerine and ether mixture to get 105 or use 100 and glycerine and ether mixture. Although there is no danger of explosion it will eat the solder. They had that experience in the Bureau of Mines. They had copper ovens, and we had leaks all the time, so they finally had an oven built in Pittsburgh and they used silver solder.

MR. SNOW: What other chemists are there over there?

MR. CHRISTIE. Dr. Coleman and Mr. Fellows are the only chemists.

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16. The sixteenth is the most common.

17. The seventeenth is the most common.

18. The eighteenth is the most common.

19. The nineteenth is the most common.

20. The twentieth is the most common.

21. The twenty-first is the most common.

22. The twenty-second is the most common.

23. The twenty-third is the most common.

24. The twenty-fourth is the most common.

25. The twenty-fifth is the most common.

MR.FORSTER: I noticed something right in front of that oven on the floor; it looked as if syrup or molasses had been burned to a crisp.It was corroded like and burned to a crisp, like something spilled off the face of the stove sometimes.

MR. CHRISTIE: It must have been the surface of that stuff from the heat; there was an intense heat there.

MR. SNOW: Would there be a possibility of Mr. Fellows getting some foreign substance in his mixture.

MR. CHRISTIE: He is very careful about that; they have to be on account of knowing just how they act.

MR.FORSTER: Would it be possible in doing that to put something in there that would cause an explosion at a certain temperature.

MR. CHRISTIE: No, I do not think so. I do not think there is any danger of his having anything in there. Personally I do not understand why that thing exploded. The ether extraction is the only dangerous determination that we make.

MR.SNOW: Who makes this.

MR. CHRISTIE: Mr. Fellows:

MR.SNOW: How about Coleman.

MR.CHRISTIE: Coleman makes some occasionally when Fellows is not there and has something special, but of course, that is Fellows' work.

MR. FORSTER. So far as you know, Mr. Christie, is there any ill feeling over there between any of the men.

MR.CHRISTIE: You asked that same question when we had the explosion over there.

MR. FORSTER: No, not me.

MR. CHRISTIE: One of you did. You got them all stirred up over there on that question.

MR. FORSTER: Well, you know that condition did exist in that building at one time and caused some pretty serious damage.

MR. CHRISTIE: Well, they just thought you asked that question just because it popped in your head. No, I will be frank with you, there is absolutely no ill feeling. In fact, there is a better feeling right now in the laboratory. Everybody likes Dr. Coleman; Dr. Coleman is a fine man and a fine worker and we all like him.

MR. SNOW: He is a chemist, is he?

MR. CHRISTIE: Yes, he is a chemist. Dr. Coleman and Fellows both were across seas and did foreign service, and Messer was trying his best to get in, and he was in Boston ready to go across. I was not here under Boston. I went in the Department in April, 1917 and went right out to Fargo.

MR. FORSTER: Baston was the man that had the alcohol explosion.

MR. CHRISTIE: Yes.

- - - - -



Mr. [Name] [Address] [City] [State] [Zip]
Dear Mr. [Name]:
I am writing to you today to inform you of the results of the [test/experiment] conducted on [date]. The results are as follows:
[Detailed description of results and findings, including data points and observations.]
I hope this information is helpful to you. Please let me know if you have any questions or need further clarification.
Sincerely,
[Signature]
[Name]
[Title]

INQUIRY IN REFERENCE TO THE EXPLOSION AND FIRE, Room 109,

WEST WING, May 20, 1921.

- - - - -

MR. H.B. MUSSER, Scientific Assistant, Witness.

MR. SNOW: Are you a chemist too?

MR. MUSSER: No, I am not a chemist.

MR. FORSTER: Were you present in the laboratory the other day when the explosion occurred.

MR. MUSSER: You mean in the room. I was not in that room. I was out in the other room.

MR. FORSTER: That is in the room adjoining.

MR. MUSSER: Out in the main laboratory.

MR. FORSTER: Now, will you explain, Mr. Musser, just what was being done so far as you know just prior to the time the explosion occurred; what happened and what was done.

MR. MUSSER: Well, I cannot tell you, to tell you the truth, except what I was doing myself, because I was not paying the least bit of attention to what the other boys were doing. My work is physical and their work is chemical, and I have a superficial knowledge of what they are doing, but beyond that I do not pay much attention to it.

MR. FORSTER: Did you see or hear this explosion?

1. The first thing I noticed when I stepped out of the plane was the cold air.

It was a relief after the warm air of the plane.

2. The second thing I noticed was the sound of the wind.

It was a soft whisper, like a secret.

It was a gentle hum, like a lullaby.

3. The third thing I noticed was the sight of the trees.

They were tall and thin, like sentinels.

4. The fourth thing I noticed was the smell of the earth.

It was a rich, dark, and comforting scent.

5. The fifth thing I noticed was the feeling of the sun.

It was a warm, golden glow, like a blanket.

6. The sixth thing I noticed was the taste of the air.

It was a fresh, clean, and invigorating flavor.

7. The seventh thing I noticed was the sound of my own heart.

It was a steady, strong, and reassuring rhythm.

8. The eighth thing I noticed was the feeling of my own body.

It was a sense of freedom, of possibility, of hope.

9. The ninth thing I noticed was the sight of the horizon.

It was a line of light, of promise, of destiny.

10. The tenth thing I noticed was the feeling of my own soul.

MR. MUSSER: I heard it yes, and turned around and saw the fire.

MR. FORSTER: Where was the fire located?

MR. MUSSER: Well, when I heard the explosion I had some things in my hands and I turned around to see what was going on and then I saw the flame. I was around the corner of the door, and I just saw the flames shoot out across when I leaned out around the door.

MR. FORSTER: About how high in the room were these flames?

MR. MUSSER: Oh, I suppose about three feet.

MR. FORSTER: They were not down close to the floor.

MR. MUSSER: No, I cannot swear just where they were, because I just saw the outer tongues of them you see, but the ones I saw did not look down close to the floor.

MR. FORSTER: From where you saw them you would gather that they might come from the oven, about that high.

MR. MUSSER: I should think so. They came from that corner somewhere; I could not say definitely where they came from because I was around the corner and could not see the source.

MR. FORSTER: You take it from their height from the floor that they might have come from the oven.

MR. MUSSER: I should judge so, although I would not be definite about it at all.

MR. FORSTER: Were you there when the second explosion occurred.

MR. MUSSER: Yes.

MR. FORSTER: Do you have any idea where the second explosion occurred?

Mr. [Name]: I heard it first, and started shouting and saw the fire.

Mr. [Name]: Where was the fire located?

Mr. [Name]: Well, when I heard the explosion, I had some things in

my hands and I started shouting and saw what was going on and then I saw

the flames. I was around the corner of the door, and I just saw the

flames about one or two feet from the door, and I just saw the

Mr. [Name]: And it was in the room where the cases of the

Mr. [Name]: Oh, I was quite close to the door.

Mr. [Name]: They were not very close to the door.

Mr. [Name]: No, I was at a distance of about four or five feet from the

door and the other figures of men who were there, but I was not very close

to the door at the time.

Mr. [Name]: And there were some other people there, were they?

Mr. [Name]: Yes, there were some other people there.

Mr. [Name]: I don't think so. They were not very close to the door.

Mr. [Name]: I don't think so. They were not very close to the door.

Mr. [Name]: I don't think so. They were not very close to the door.

Mr. [Name]: I don't think so. They were not very close to the door.

Mr. [Name]: I don't think so. They were not very close to the door.

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Mr. [Name]: I don't think so. They were not very close to the door.

Mr. [Name]: I don't think so. They were not very close to the door.

Mr. [Name]: I don't think so. They were not very close to the door.

MR. MUSSER: I do not have the least idea in the world where that came from.

MR. FORSTER: Where were you when the second explosion occurred.

MR. MUSSER: I was still on the chair. I did not realize that it was serious at all, and I did not get out until I saw Dr. Coleman run and then I ran too because I knew if he would run out of there it was something serious and I had better get out too.

MR. SNOW: Was the second explosion within a minute, would you say, after the first one.

MR. MUSSER: Well, I could not exactly time it, but it was close onto it. I know that; I had not gotten off of my chair yet when the second one came and I did not wait very long.

MR. SNOW: Was there a third explosion.

MR. MUSSER: Why yes, after we had the fire extinguishers on and the hose on the people who were operating the hose knocked the ether off in the opposite corner and then that went up. I do not think that would have gone up if they had not knocked these bottles off with the stream.

MR. SNOW: So apparently the two main explosions occurred in the oven and on the centrifuge.

MR. MUSSER: Well, I should judge so, although I do not know what about the centrifuge would explode because it did not have anything but a solution of water and grain in there, that was more or less physical work; it was not chemical work at all.

Q. Now, I do not have the least idea in the world where

that was from.

Q. Now, when were you when the second explosion occurred?

A. I was still on the street. I did not realize that it

was serious at all, and I did not get out until I saw Mr. Johnson run

and then I ran too because I knew if we would run out of there it was

something bad and I was scared for my son.

Q. Now, was the second explosion within a minute, would you say,

after the first one?

A. Yes, I think it was not exactly, time it, but it was right

about it. I was just a few feet away from the car when the

second one came and I did not wait long.

Q. Now, was there a third explosion?

A. Yes, after we had the first explosion on the

top of the car, the car was on fire and those people that were

out on the sidewalk came and then that was all. I do not know what

would have come if it had not been for the people that were out

there.

Q. Now, the apparently the two main explosions occurred in the

area and on the sidewalk.

A. Yes, I think that is right, but I do not know what

about the car, I think it was on fire because it did not stop right

but a number of people and things in the car, that was what it was

that I saw. It was not a very big one.

MR. SNOW: And any subsequent explosion caused by the water breaking the bottles?

MR. MUSSER: I should judge so, yes sir.

MR. LUCAS: Did you notice, Mr. Musser, whether or not the grain bags that were on top of the oven were ~~placed~~ blown off by the explosion?

* MR. MUSSER: No, I should not tell that; I do not believe they were because the oven was not blown up at the top. The only hole in the oven was at the front of the door, and I cannot tell you whether the explosion made that hole or whether the firemen chopped it in.

MR. LUCAS: You knew there was a vent in the top of the oven?

MR. MUSSER: Yes, there is an opening in there, I think for the purpose of putting the thermometer in. I know all the rest of the ovens have an opening in the top to put the thermometer in and the rubber stopper.

MR. SNOW: Apparently there were fumes in the oven when the firemen arrived.

MR. MUSSER: Well, the fumes were all over the room by the time the firemen got there.

MR. SNOW: Have you any theory as to the cause of the explosion?

MR. MUSSER: No, I do not, Mr. Snow, because I am not a chemist and I suppose the vapors formed in the oven had something to do with it, but I am not chemist enough to have any theory about it at all.

MR. FORSTER: I understand you were present over there at the time the alcohol tank exploded.

MR. MUSSER: Yes, I was there.

MR. FORSTER: I understand you thought I asked a very peculiar

question.

MR. MUSSER: Well, now, I tell you I did resent that a little bit.

MR. FORSTER: Why.

MR. MUSSER: Well, because as closely as men are associated in a laboratory of that kind I did not think there should be any question of that kind. Of course, I realize that is your duty to look into every angle of a thing.

MR. FORSTER: Well, of course, you resented it so far as you were concerned.

MR. MUSSER: Oh yes.

MR. FORSTER: Well, I will tell you what prompted me to ask that. In that building at one time there was a condition like that existing.

Question.

Q. Now, I tell you, I did not see a single one.

A. Yes, sir.

Q. Well, you are absolutely sure that you did not see any?

A. I am sure that I did not see any, and I am sure that I did not see any.

Q. Now, I realize that in your mind you have some

image of a thing.

A. Well, of course, you would not be able to see it.

Q. Now, you are sure?

A. Yes, sir.

Q. Well, I tell you what happened to me, I saw that.

A. In that respect, at one time I was not a condition like that.

INQUIRY IN REFERENCE TO THE EXPLOSION AND FIRE, ROOM 109, .

WEST WING, May 20, 1921.

Miss Esther L. Brown, Witness.

MR. FORSTER. Where were you when the explosion occurred?

MISS BROWN: I was in my office.

MR. FORSTER: Is that the room adjoining the room in which the oven is located?

MISS BROWN: Yes sir.

MR. FORSTER: How close to the door were you when you heard the explosion?

MISS BROWN: Well I should say about six feet perhaps.

MR. FORSTER: What did you see when you looked into the room where the oven is.

MISS BROWN: Just saw a sheet of fire.

MR. FORSTER: Where was it coming from? Do you know? Can you say?

MISS BROWN. No, I can not; I just knew the explosion occurred; I do not know what caused it.

MRS. FORSTER. Could you see the oven.

MISS BROWN. No, the door between the two rooms was closed; I am positive of that because just about five minutes before I remember Dr. Coleman closing it. The explosion forced the door open and that is the way the flames came into our office.

MR. FORSTER: It forced the door open.

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MISS BROWN: Yes, I do not see how we could see the flames so plainly in the office because it was a sheet of flame.

MR. FORSTER: You remember Dr. Coleman closing the door.

MISS BROWN. Yes sir, absolutely.

MR. FORSTER: Has he been in the habit of closing the door.

MISS BROWN. Yes, when they start these machines they usually close the door because the machines make a slight noise which is rather annoying.

MR. SNOW: And fumes too.

MISS BROWN.No, no fumes.

MR. SNOW: Not bothered by the fumes?

MISS BROWN. Well, occasionally yes, but it is just sort of to relieve the noise that they kept the door closed, and when the telephone rings it is easier to talk overthe telephone.

MR. FORSTER: Do you recall the second explosion?

MISS BROWN: Yes sir, just as we got to the door the second explosion occurred.

MR. FORSTER: You mean the door going into the room.

MISS BROWN. No, the door going into the hall.

MR. FORSTER. You were going out?

MISS BROWN. Well,I was headed that.way.

MR. SNOW: You didn't take any of your valuables?

MISS BROWN: No sir, not a thing; just jumped up when I saw that flame I realizedthe danger because I knew an explosion had occurred, and I knew the thing to do was to get out.

MR. SNOW: What did you lose?

THEY WERE THE FIRST TO SEE THE LIGHT.

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THEY WERE THE FIRST TO SEE THE LIGHT.

MISS BROWN: I lost a fur and my hat was burned.

MR. FORSTER: What do you consider the total loss, Miss Brown.

MISS BROWN. Seventy-five dollars.

MR. FORSTER: Where did you say you were when the second explosion occurred?

MISS BROWN. We had just reached the door when the second explosion occurred.

MR. FORSTER: Did you look around.

MISS BROWN: No sir.

MR. FORSTER: Did the fire come out into your room at all after the door was blown open?

MISS BROWN: Yes, and I just jumped up and turned around and saw this sheet of flame. Of course, I stopped a minute and saw every minute the flames were getting closer and in another second the flames would cut us off from the door entirely. It burned the newspaper on Mr. Musser's desk.

MR. FORSTER: You had to go between the desk and the door that leads into the room where the oven was.

MISS BROWN: Yes sir.

MR. FORSTER: When you looked back the flame was reaching across that desk.

MISS BROWN: Well, I did not look back, but in another second it would probably; it was two seconds before we got out.

MR. FORSTER: I understood you to say that when you got out and looked back the flames would have cut you off.

1000. I found the same as before.

1001. I found the same as before.

1002. I found the same as before.

1003. I found the same as before.

1004.

1005. I found the same as before.

1006. I found the same as before.

1007. I found the same as before.

1008. I found the same as before.

1009. I found the same as before.

1010. I found the same as before.

1011. I found the same as before.

1012. I found the same as before.

1013. I found the same as before.

1014. I found the same as before.

1015.

1016. I found the same as before.

1017. I found the same as before.

1018. I found the same as before.

1019. I found the same as before.

1020.

1021. I found the same as before.

1022. I found the same as before.

1023. I found the same as before.

1024. I found the same as before.

MISS BROWN: No, I say we would have because when we went back after the fire was over, you could see where the walls on the other side were all burned.

MR. FORSTER: That is the east room, the office room. You have no idea of the position in comparison to the height of the room where the first explosion was, have you?

MISS BROWN: No, I have not.

MR. FORSTER: Have you any idea as to where the second explosion occurred, whether it was low down.

MISS BROWN: No, I do not remember. I do not know anything about the apparatus. I know that it is dangerous for any one to bother with it unless you understand it and I never touched it.

MR. FORSTER: You feel pretty sure that the force of the explosion blew the door open.

MISS BROWN: Well, I donot see how the door got open in any other ~~ny~~ way, and the door was open because when Mr. Musser came around with the fire extinguisher he said that door was open and I know when the explosion occurred it was shut, and you can see when the door came open; it was about 45 degrees angle; the floor is all burned.

MR. FORSTER: You do not suppose Mrs Housel opened it.

MISS BROWN: No, she was sitting at her desk.

MR. FORSTER: She went through the laboratory?

MISS BROWN. Yes.

MR. SNOW: Was the door caught tightly or did it stand ajar.

MISS BROWN. It didn't stand ajar, but it is opened very easily. It is a door that is very hard to catch unless you take particular pains

to do so.

MR. FORSTER: It might not have caught.

MISS BROWN: Yes.

MR. FORSTER: Has it a glass in it?

MISS BROWN: No, it is a wooden door.

MR. FORSTER: Has that oven ever exploded before?

MISS BROWN: Not since I have been there.

MR. FORSTER: How long have you been there.

MISS BROWN: Since October 15, 1920. I remember of some kind of an accident, but I do not know whether it was the oven since I have been there.

MR. FORSTER: That was in the larger laboratory, I believe.

MISS BROWN: Yes.

MR. FORSTER: That was when Baston was there.

MISS BROWN: I was not there at that time. I knew Mr. Baston, but I have only been there seven months, in the Laboratory. I was across the street in the Bieber Building.

MR. SNOW: Were you in the room where the oven was at the time Mr. Fellows put the experiment in it.

MISS BROWN: No sir.

MR. FORSTER: You are a stenographer.

MISS BROWN: Yes sir.

MR. FORSTER: What are Mrs. Beecham's duties over there?

MISS BROWN: She is a Laboratory Aid, I believe you would call her; she does minor clerical work and laboratory work.

to do so.

MR. ROBERTS: It might not have caught.

MISS MURPHY: Yes.

MR. ROBERTS: Was it a glass in it?

MISS MURPHY: No, it is a wooden door.

MR. ROBERTS: Was that oven ever exploded before?

MISS MURPHY: Not since I have been there.

MR. ROBERTS: How long have you been there?

MISS MURPHY: Since October 1, 1930. I remember of some kind of an

explosion, but I do not know whether it was the oven or not. I have been there.

MR. ROBERTS: That was in the latter laboratory, I believe.

MISS MURPHY: Yes.

MR. ROBERTS: That was when Gordon was there.

MISS MURPHY: I was not there at that time. I knew Mr. Gordon,

but I have only been there seven months, in the laboratory. I was

across the street in the other building.

MR. ROBERTS: Were you in the room where the oven was at the time of

the explosion or the experiment in it.

MISS MURPHY: No sir.

MR. ROBERTS: You are a chemist.

MISS MURPHY: Yes sir.

MR. ROBERTS: What are Mr. Gordon's duties over there?

MISS MURPHY: He is a laboratory aid, I believe. He would call

for the other minor electrical work and laboratory work.

of explosive and inflammable chemicals. The Bureau of Plant Industry now has a cell used for this purpose. Separate cells are preferable to one large room, in order that each bureau may have its stock under its independent control.

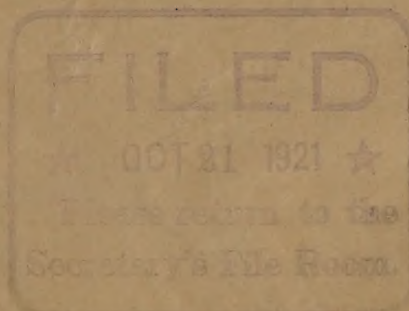
I respectfully recommend that if a committee of scientific men is appointed to consider this subject they take this suggestion into consideration.

I suggest reference of this file first to Dr. W. A. Taylor, Chief, Bureau of Plant Industry, whose bureau occupies largely the Department Building in which the explosion occurred, for his consideration and recommendation.

Respectfully,

Chief Clerk.

(Inclosure)



UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS

WASHINGTON, D. C. June 11, 1921.

MEMORANDUM FOR MR. O'NEIL.

Dear Mr. O'Neil:

Referring to your inquiry over the telephone today concerning a reply to the Secretary's memorandum transmitting one from Dr. Taylor concerning the explosion and fire in the West Wing, I wish to state that Mr. Besley who has charge of our Grain Division, is taking the matter up, and that a memorandum from the Chief, will be sent to the Secretary the first of the week.

Very truly yours,

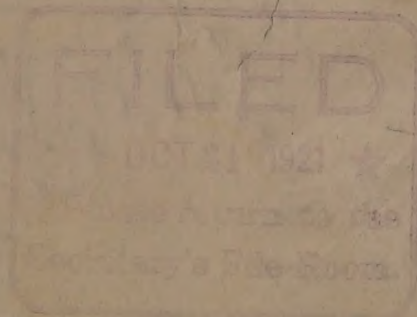
C. L. Snow

Administrative Assistant.

CLS/EW

CC/P

Miss Viehmann, 700 Bieber Bldg.
Mr. Besley, 401 Bieber Bldg.



DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

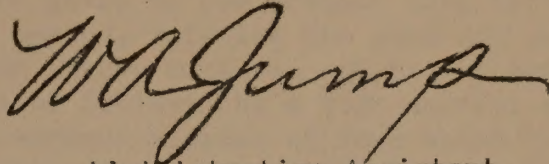
WASHINGTON, D. C.

September 6, 1921.

CIRCULAR NO. 80.

ADMINISTRATION OF PACKERS AND STOCKYARDS ACT.

The Secretary has directed me to announce for the information of the Department, that the recently enacted Packers and Stockyards Act will be administered as a separate unit of the Department. An organization is now being effected to handle the administration of this Act, and for the present Mr. Chester Morrill, Assistant Chief of the Bureau of Markets and Crop Estimates has been designated Assistant to the Secretary in charge of the organization activities.

A handwritten signature in dark ink, appearing to read 'W. A. Gump', is written over the typed name of the Administrative Assistant.

Administrative Assistant.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

September 27, 1921.

CIRCULAR NO. 81.

Committee on Land Utilization.

The Secretary announces the appointment of the following committee to consider the whole question of land utilization:

Dr. L. G. Gray, Agricultural Economist, Office of Farm Management and Farm Economics.

Prof. C. V. Piper, Agrostologist in Charge Forage-Crop Investigations, Bureau of Plant Industry.

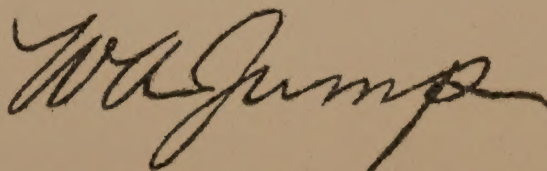
Dr. G. M. Rommel, Chief, Animal Husbandry Division, Bureau of Animal Industry.

Prof. C. F. Marbut, Scientist in Charge Soil Survey Investigations, Bureau of Soils.

Mr. E. E. Carter, Assistant Forester, Forest Service.

Dr. Gray, of the Office of Farm Management and Farm Economics, will serve as chairman of this committee.

In appointing the committee the Secretary has indicated that as a basis for studying the question of land utilization very careful consideration should be given to our present crop production, home consumption, and foreign demand, relating the land now under cultivation to present and near future demands. It has seemed to the Secretary that this should be followed by a more careful survey than has yet been made of the various classes of land which in the future can be brought under cultivation. This will include the arid land of the West suitable for reclamation purposes, the swamp lands of the South which can be reclaimed by drainage, and the cut-over lands both of the North and South, considering the possibilities of the latter both for purposes of cultivation and for purposes of reforestation.



Administrative Assistant.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

October 3, 1921.

FILE
P. L. GLADMON.

CIRCULAR NO. 82.

Committee on Land Utilization.

The Secretary has appointed Mr. S. H. McCrory, Chief, Division, of Agricultural Engineering, Bureau of Public Roads, as a member of the newly created Committee on Land Utilization. Circular No. 81 of this office, dated September 27, 1921, is amended accordingly. The personnel of the committee is as follows:

Dr. L. G. Gray, Agricultural Economist, Office of Farm Management and Farm Economics, Chairman.
Prof. C. V. Piper, Agrostologist in Charge Forage-Crop Investigations, Bureau of Plant Industry.
Dr. G. M. Rommel, Chief, Animal Husbandry Division, Bureau of Animal Industry.
Prof. C. F. Marbut, Scientist in Charge Soil Survey Investigations, Bureau of Soils.
Mr. E. E. Carter, Assistant Forester, Forest Service.
Mr. S. H. McCrory, Chief, Division of Agricultural Engineering, Bureau of Public Roads.

Am Bain
Private Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILE
P. L. GLADWIN

October 3, 1921.

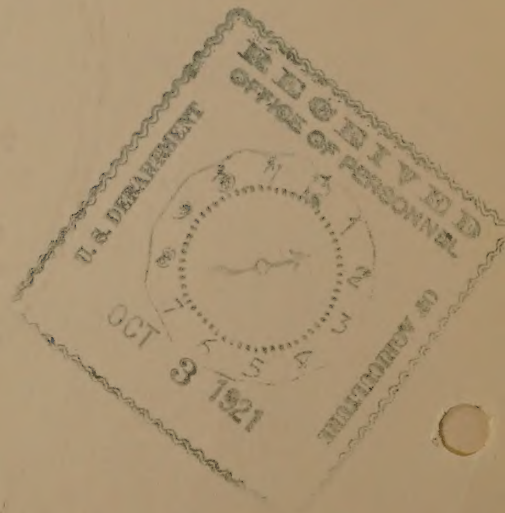
CIRCULAR NO. 82.

Committee on Land Utilization.

The Secretary has appointed Mr. S. H. McCreary, Chief, Division of Agricultural Engineering, Bureau of Public Roads, as a member of the newly created Committee on Land Utilization. Circular No. 81 of this office, dated September 27, 1921, is amended accordingly. The personnel of the committee is as follows:

- Dr. E. G. Gray, Agricultural Economist, Office of Farm Management and Farm Economics, Chairman.
- Prof. C. V. Piper, Agronomist in Charge Forage-Crop Investigations, Bureau of Plant Industry.
- Dr. G. M. Russell, Chief, Animal Husbandry Division, Bureau of Animal Industry.
- Prof. G. P. Harbut, Scientist in Charge Soil Survey Investigations, Bureau of Soils.
- Mr. E. E. Carter, Assistant Forester, Forest Service.
- Mr. S. H. McCreary, Chief, Division of Agricultural Engineering, Bureau of Public Roads.

[Signature]
Private Secretary.



DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington.

October 3, 1921.

CIRCULAR NO. .

Committee on Land Utilization.

The Secretary has appointed Mr. S. H. McCrory, Chief, Division of Agricultural Engineering, Bureau of Public Roads, as a member of the newly created Committee on Land Utilization. Circular No. 81 of this office, dated September 27, 1921, ^{is} ~~should be~~ amended accordingly. &

The personnel of the committee is as follows:

Private Secretary.

H. C. Taylor

Center

DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

October 3, 1931.

CIRCULAR NO.

Committee on Land Utilization.

The Secretary has appointed Mr. E. H. McGraw, Chief, Division of Agricultural Engineering, Bureau of Public Roads, as a member of the newly created Committee on Land Utilization. Circular No. 81 of this office, dated September 27, 1931, should be amended accordingly.

Private Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS AND CROP ESTIMATES
WASHINGTON

September 30, 1921.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

Dr. Gray has just called my attention to the fact that no representative of rural engineering has been placed on the Committee on Land Utilization. I think this is my fault, in that I failed to mention that Mr. S. H. McGrory should be on the committee representing the Bureau of Public Roads, as many engineering and drainage problems are involved in a broad survey of the problem of land utilization.

Very truly yours,

H. C. Taylor

Chief of Bureau.

Alexandria, Virginia
Buffalo, New York
Cleveland, Ohio
Cincinnati, Ohio
Des Moines, Iowa
East St. Louis, Illinois
Denver, Colorado
Detroit, Michigan
Kansas City, Kansas
Lincoln, Nebraska

Los Angeles, California
Milwaukee, Wisconsin
Minneapolis, Minnesota
Omaha, Nebraska
Portland, Oregon
San Francisco, California
Seattle, Washington
St. Paul, Minnesota

In testimony whereof, I have hereunto set my hand and caused the
official seal of the Department of Agriculture to be affixed, at the
City of Washington, this thirtieth day of September, 1921.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS AND CROP ESTIMATES
WASHINGTON

September 20, 1921.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

Dr. Gray has just called my attention to the fact that no representative of rural engineering has been placed on the Committee on Land Utilization. I think this is my fault, in that I failed to mention that Mr. S. H. McGraw should be on the committee representing the Bureau of Public Roads, as many engineering and drainage problems are involved in a broad survey of the problem of land utilization.

Very truly yours,

H. C. Taylor
Chief of Bureau.



DEPARTMENT OF AGRICULTURE
WASHINGTON

AMENDMENT NO. 1 TO CIRCULAR NO. 82.

By virtue of the authority vested in the Secretary of Agriculture by certain provisions, known as the food products inspection law, of section 8 of an Act of Congress entitled "An Act To provide further for the national security and defense by stimulating agriculture and facilitating the distribution of agricultural products", approved August 10, 1917 (Public No. 40, 65th Congress), I, David F. Houston, Secretary of Agriculture, do prescribe and promulgate the following amendment to the rules and regulations of the Secretary of Agriculture, dated October 16, 1917, under said law, said amendment to be effective immediately:

In regulation 3, section 1, add the following words:

Alexandria, Virginia
Buffalo, New York
Cleveland, Ohio
Council Bluffs, Iowa
Des Moines, Iowa
East St. Louis, Illinois
Denver, Colorado
Detroit, Michigan
Kansas City, Kansas
Lincoln, Nebraska

Los Angeles, California
Milwaukee, Wisconsin
Newark, New Jersey
Oklahoma City, Oklahoma
Omaha, Nebraska
Portland, Oregon
Sacramento, California
San Francisco, California
Seattle, Washington
Wichita, Kansas

In testimony whereof, I have hereunto set my hand and caused the official seal of the Department of Agriculture to be affixed, in the District of Columbia, this Nineteenth day of January, 1918.

Secretary.

DEPARTMENT OF AGRICULTURE
WASHINGTON



AMENDMENT NO. 1 TO CIRCULAR NO. 32.

By virtue of the authority vested in the Secretary of Agriculture by certain provisions, known as the Food Products Inspection Law, of section 6 of an Act of Congress entitled "An Act to provide further for the national security and defense by stimulating agriculture and facilitating the distribution of agricultural products", approved August 10, 1917 (Public No. 40, 65th Congress), I, David F. Houston, Secretary of Agriculture, do prescribe and promulgate the following amendment to the rules and regulations of the Secretary of Agriculture, dated October 10, 1917, under said law, said amendment to be effective immediately:

In regulation 3, section 1, add the following words:

Los Angeles, California	Alexandria, Virginia
Milwaukee, Wisconsin	Baltimore, New York
Newark, New Jersey	Cleveland, Ohio
Oklahoma City, Oklahoma	Cincinnati, Ohio
Omaha, Nebraska	Des Moines, Iowa
Portland, Oregon	East St. Louis, Illinois
Sacramento, California	Denver, Colorado
San Francisco, California	Detroit, Michigan
Seattle, Washington	Kansas City, Kansas
Wichita, Kansas	Lincoln, Nebraska

In testimony whereof, I have hereunto set my hand and caused the official seal of the Department of Agriculture to be affixed, at the District of Columbia, this _____ day of January, 1918.

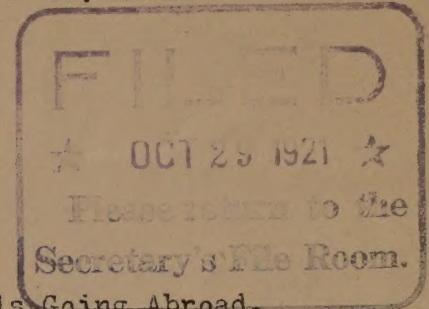
Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

File copy

October 17, 1921.

CIRCULAR NO. 83.



Use of American Ships by Government Officials Going Abroad.

The Department has recently received several communications in which it is stated that of the many things being said and done these days which have a tendency to undermine the fundamentally necessary confidence of the American people in the American Merchant Marine, and one that has a very detrimental effect, is the movements of Government officials and employees on foreign vessels which are constantly being recorded in the daily press of the country. It appears that the confidence of the American people in the American Merchant Marine would be greatly stimulated if Government officials going abroad were to use American ships. The Secretary feels that representatives of this Department going abroad should travel on American ships. Accordingly, at his direction, I am bringing the matter to the attention of the various bureaus and offices of the Department.

Administrative Assistant.

F

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

October 17, 1921.

CIRCULAR NO. 83.

FILE
P. L. GLADMON.

Use of American Ships by Government Officials Going Abroad.

The Department has recently received several communications in which it is stated that of the many things being said and done these days which have a tendency to undermine the fundamentally necessary confidence of the American people in the American Merchant Marine, and one that has a very detrimental effect, is the movements of Government officials and employees on foreign vessels which are constantly being recorded in the daily press of the country. It appears that the confidence of the American people in the American Merchant Marine would be greatly stimulated if Government officials going abroad were to use American ships. The Secretary feels that representatives of this Department going abroad should travel on American ships. Accordingly, at his direction, I am bringing the matter to the attention of the various bureaus and offices of the Department.


[Signature]
Administrative Assistant.

[Handwritten initials]

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

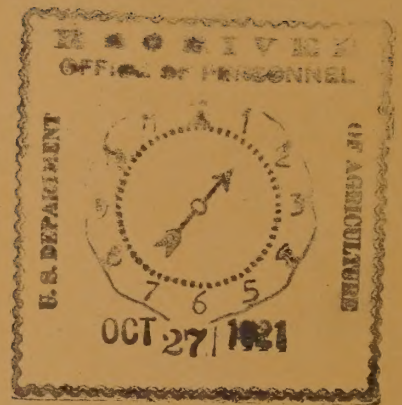
IN REPLY, REFER TO

ATTENTION, P. M.

RECEIVED BY THE SECRETARY OF THE DEPARTMENT OF AGRICULTURE

The Department has received your letter of the 21st instant, and in reply to inform you that the same has been forwarded to the Bureau of Plant Industry for their consideration. The Bureau has advised that the same will be given the most careful consideration and that a report will be made to the Department as soon as possible. The Department is also advised that the same will be given the most careful consideration and that a report will be made to the Department as soon as possible.

[Handwritten signature]



DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

October 21, 1921.

CIRCULAR NO. .

Use of American Ships by Government Officials Going Abroad.

The Department has recently received several communications in which the suggestion has been made that the confidence of the American people in the American Merchant Marine would be greatly stimulated if Government officials going abroad were to use American ships. The Secretary concurs in this view and has expressed himself as feeling that the representatives of this Department should travel on American ships. Accordingly, at the direction of the Secretary, I am bringing this matter to the attention of the various bureaus and offices of the Department.

W. A. Jump
(Use facsimile signature)

Administrative Assistant.

DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

October 21, 1921.

CIRCULAR NO.

Use of American Ships by Government Official's Foreign Agents.

The Department has recently received several communications in which the suggestion has been made that the confidence of the American people in the American Merchant Marine would be greatly stimulated if Government officials going abroad were to use American ships. The Secretary concurs in this view and has expressed himself as feeling that the representatives of this Department should travel on American ships. Accordingly, at the direction of the Secretary, I am bringing this matter to the attention of the various bureaus and offices of the Department.

W. A. Jones
(See Enclosure)

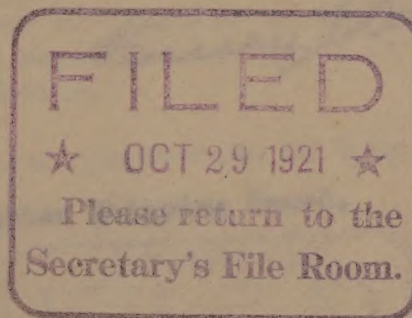
Administrative Assistant.



~~MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES:~~

recently
The Department has received several communications in which the suggestion has been made that the confidence of the American people in the American Merchant Marine would be greatly stimulated if government officials going abroad were to use American ships. The Secretary concurs in this view and has expressed himself as feeling that the representatives of this Department should, ~~when~~ ~~ever practicable,~~ travel on American ships. I am ~~the~~ bringing this matter to the attention of the various bureaus and offices of the Department at the direction of the Secretary,

Accordingly,
ad as sh
~~Private Secretary.~~



RECEIVED FOR OFFICE OF THE SECRETARY

recently
The Department has received several communications

sions in which the suggestion has been made that the
confidence of the American people in the American Merchant
Marine would be greatly stimulated if government officials
going abroad were to use American ships. The Secretary
concurs in this view and has expressed himself as feeling
that the representatives of this Department should, when
ever practicable, travel on American ships. I am this
bringing this matter to the attention of the various
bureaus and offices of the Department at the direction
of the Secretary.

Handwritten signature
Handwritten signature

FILED
★ OCT 19 1921 ★
U.S. DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

F

October 27, 1921.

My dear Lasker:

I have your letter of October 21, emphasizing the desirability of Government representatives traveling on official business abroad using American flag vessels. I am thoroughly in accord with this view, and some days ago I notified all of the branches of this Department that our representatives should use American ships.

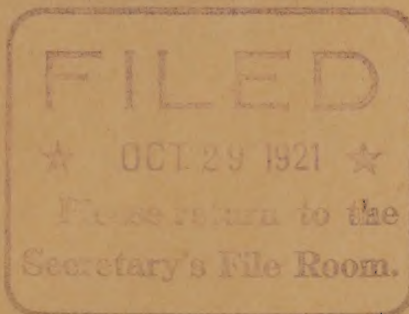
Sincerely yours,

Secretary's File Room:
(Signed)

Henry Wallace

Hon. A. D. Lasker,

Chairman, United States Shipping Board.



October 27, 1921

My dear Lasker:

I have your letter of October 21, emphasizing the desirability of Government representatives traveling on official business abroad using American flag vessels. I am thoroughly in accord with this view, and some days ago I notified all of the branches of this Department that our representatives should use American ships.

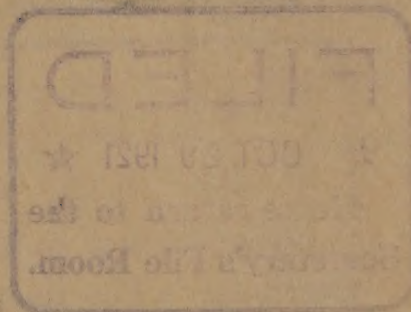
Sincerely yours,

Secretary's File Room:
(Signed)

Henry D. Lasker

Hon. A. D. Lasker,

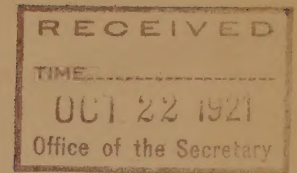
Chairman, United States Shipping Board.



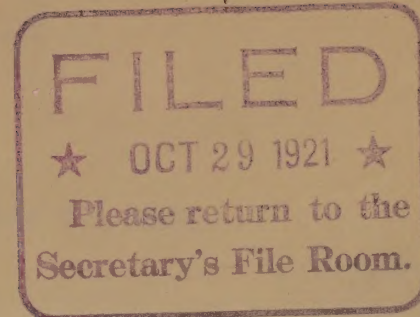


UNITED STATES SHIPPING BOARD
WASHINGTON

October 21, 1921.



The Honorable
The Secretary of Agriculture,
Washington, D. C.



Sir:

As you are undoubtedly aware, the Shipping Board has established fast passenger services both trans-Atlantic and trans-Pacific, as well as to South America. However, it has occurred to me that possibly this is not generally known within the divisions of the various departments, as it has been observed that Government representatives on official or semi-official business very frequently take passage on foreign flag vessels.

The services mentioned above are first class in every respect, and are maintained with frequent sailings, and we are naturally doing everything possible to make them a success. The public announcement of the departure or arrival of a Government official on an American flag vessel is excellent publicity for our services, whereas similar announcement involving arrival or departure on a foreign flag steamer is not a very favorable endorsement of our vessels.

In view of above, I take the liberty of suggesting that wherever it is at all possible, all Government representatives traveling on official business be directed to use American flag vessels, as it is felt that such action would result in a great benefit to the American Merchant Marine.

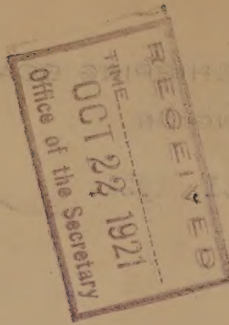
Thanking you for your cooperation in this matter, I am

Respectfully,

A. D. Rasker

Chairman.

UNITED STATES DEPARTMENT OF AGRICULTURE
WASHINGTON



The Honorable
The Secretary of Agriculture
Washington, D. C.

Sir:

I have the honor to acknowledge the receipt of your letter of the 17th inst. regarding the matter of the proposed amendment to the act of March 3, 1907, relating to the regulation of the interstate commerce of live stock. The act of March 3, 1907, relating to the regulation of the interstate commerce of live stock, is a very important act, and it is very important that it should be amended in order to bring it into line with the present conditions.

The act of March 3, 1907, relating to the regulation of the interstate commerce of live stock, is a very important act, and it is very important that it should be amended in order to bring it into line with the present conditions. The act of March 3, 1907, relating to the regulation of the interstate commerce of live stock, is a very important act, and it is very important that it should be amended in order to bring it into line with the present conditions.

In view of the fact that the act of March 3, 1907, relating to the regulation of the interstate commerce of live stock, is a very important act, and it is very important that it should be amended in order to bring it into line with the present conditions.

Thanking you for your cooperation in this matter, I am

Respectfully,

Very truly yours,
[Signature]

October 26, 1921.

Dear Mr. McMicken:

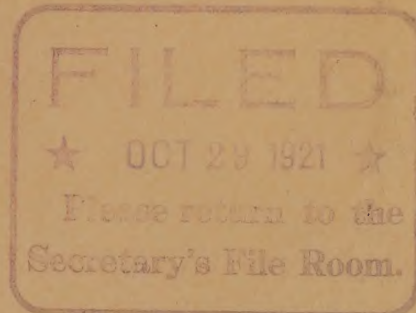
Upon his return to the city your letter of September 27 was brought to the attention of Secretary Wallace. He concurs in the view that Government officials and employees should travel on American ships, and at his direction I have brought his wishes in this respect to the attention of all of the various branches of this Department.

Very truly yours,

W. A. Jump

Administrative Assistant.

Mr. E. G. McMicken,
Passenger Traffic Manager,
The Admiral Line,
5th Floor, L. C. Smith Bldg.,
Seattle, Washington.



October 26, 1921.

Dear Mr. McMicken:

Upon his return to the city your letter of September 27 was brought to the attention of Secretary Wallace. He concurs in the view that Government officials and employees should travel on American ships, and at his direction I have brought his wishes in this respect to the attention of all of the various branches of this Department.

Very truly yours,

W. A. Jupp

Administrative Assistant.

Mr. E. G. McMicken,
Passenger Traffic Manager,
The Admiral Line,
5th Floor, L. O. Smith Bldg.,
Seattle, Washington.

FILED
OCT 27 1921
U. S. DEPARTMENT OF COMMERCE
Secretary's File Room.

Dear Mr. McMicken:

Your letter of September 27 has been brought to my attention upon my return to the city. I concur in your view that officials and employees of the government departments should, whenever practicable, travel on American ships, and I am accordingly bringing this matter to the attention of the chiefs of the various bureaus, offices and divisions of this Department.

Very truly yours,

Dear Mr. McMillan:

Your letter of September 27 has been brought

to my attention upon my return to the city. I cannot

in your view that officials and employees of the

Government departments should, whenever possible,

travel on American ships, and I am accordingly bringing

this matter to the attention of the chiefs of the various

bureaus, offices and divisions of this Department.

Very truly yours,



THE ADMIRAL LINE

PACIFIC STEAMSHIP COMPANY

PASSENGER TRAFFIC DEPARTMENT

5TH FLOOR, L. C. SMITH BUILDING

E. G. McMICKEN,

PASSENGER TRAFFIC MANAGER

HUGH MACKENZIE,

ASST. GENERAL PASSENGER AGENT

SEATTLE.

September 27th, 1921

IN REPLY REFER TO FILE

A-200-10

Honorable Henry G. Wallace,
Secretary of Agriculture,
Washington, D. C.

Sir:-

Of the many things being said and done these days which have a tendency to undermine the fundamentally necessary confidence of the American people in the American Merchant Marine, I do not believe that any has greater detrimental effect than the movements of government officials and employees on foreign vessels, which are constantly being recorded in the daily press of our country.

As you undoubtedly know, American passenger ships of the finest type are now in operation on almost every travel route on the seven seas. Vessels operated in these services were built and are owned by the United States Government and have been pronounced by naval architects, experts and discriminating travellers to be comparable with anything afloat.

They are thoroughly modern in every respect and provide an American service, by the American Government, (through American operators), for the American people.

The furnishings, accommodations, cuisine and service in general are equal - if not superior - to those offered by vessels under foreign flags, yet almost every day the papers of the country broadcast to the American public the movements of government employees and officials travelling on government business and at government expense on vessels flying flags other than our own.

These routings are, I believe, selected unthinkingly and it is my sole purpose in writing this letter to point out the far reaching effect of same. While the revenue accruing from these trips should logically revert to the U. S. Treasury, the actual ticket or two involved in each instance is really of minor consideration: it is the psychological effect on the public which I have in mind, for, as you know, movements of public men are for the most part largely publicized, and if public officials themselves apparently evidence a lack of confidence in American services, how can we ever hope to "sell the American people.

THE ADMIRAL LINE

PACIFIC STEAMSHIP COMPANY

PASSENGER TRAFFIC DEPARTMENT

San Francisco, California

SEATTLE

THE ADMIRAL LINE
Passenger Traffic Department
San Francisco, California



September 27th, 1933

4-800-10

Honorable Henry C. Wallace,
Secretary of Agriculture,
Washington, D. C.

Sir:-

Of the many things being said and done these days which have a tendency to undermine the fundamentally necessary confidence of the American people in the American Merchant Marine, I do not believe that any has greater detrimental effect than the movements of government officials and employees on foreign vessels, which are constantly being recorded in the daily press of our country.

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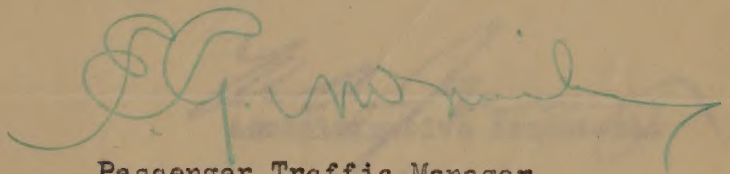
These things are, I believe, selected maliciously and it is my sole purpose in writing this letter to point out the far reaching effect of same. While the revenue accruing from these trips should logically revert to the U. S. Treasury, the actual ticket or two involved in each instance is really of minor consideration: it is the psychological effect on the public which I have in mind, for, as you know, movements of public men are for the most part largely publicized and if public officials themselves apparently evidence a lack of confidence in American services, how can we ever hope to "sell" the American people.

-2-

This Company, as one of the Shipping Board operators, is spending considerable of the government's money to build up public confidence in the service we are maintaining for the U. S. Shipping Board between this port and the Orient and it certainly seems paradoxical to see other branches of the government permitting its officials and employees to travel on vessels of our foreign competitors, thereby undermining that confidence which we are endeavoring, with government funds, to build up and sustain.

It would prove of material assistance to not only the individual U. S. S. B. operators, but the future of the American Merchant Marine, if you would request the heads of the various Bureaus in your department to promulgate an order requiring employees travelling at public expense to patronize vessels flying the American flag. There is, I believe, a similar order in existence with respect to travelling over bond-aided railroads and it would seem only fit and proper that this be extended to include government-owned ships.

May I not have an expression from you in this connection?



Passenger Traffic Manager.

This Company, as one of the shipping Board operators, is expending considerable of the Government's money to build up public confidence in the service we are maintaining for the U. S. Shipping Board between this port and the Orient and it certainly seems paradoxical to see other branches of the Government permitting its officials and employees to travel on vessels of our foreign companies, thereby undermining that confidence which we are endeavoring, with Government funds, to build up and sustain.

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May I not have an expression from you in this connection?

Passenger Traffic Manager.

RECEIVED
OCT 1 - 1921
Office of the Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October 31, 1921.

CIRCULAR No. 84.

FILE
P. L. GLADMON.

Department Representatives on Federal Specifications Board.

The Secretary has designated Mr. S. A. Postle, of the Bureau of Chemistry as the Department representative on the Federal Specifications Board, established by Circular No. 42 of the Bureau of the Budget, with Mr. F. E. Meloy, of the Bureau of Plant Industry, and Mr. T. Warren Allen, of the Bureau of Public Roads, as associates. These representatives will cooperate with the Director of Purchase and Sales for the Department and the members of the various bureaus and offices in carrying out the plans of the Bureau of the Budget with respect to the matter of specifications.

W. A. Jones
W. A. Jones
Administrative Assistant.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October 31, 1931.

FILE
R. L. GLADWELL

Circular No. 84.

Department Representatives on Federal Specifications Board.

The Secretary has designated Mr. G. A. Foster, of the Bureau of Chemistry as the Department representative on the Federal Specifications Board, established by Circular No. 42 of the Bureau of the Budget, with Mr. F. W. Haley, of the Bureau of Plant Industry, and Mr. T. Warren Allen, of the Bureau of Public Roads, as associates. These representatives will cooperate with the Director of Purchase and Sales for the Department and the members of the various bureaus and offices in carrying out the plans of the Bureau of the Budget with respect to the matter of specifications.

Administrative Assistant.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

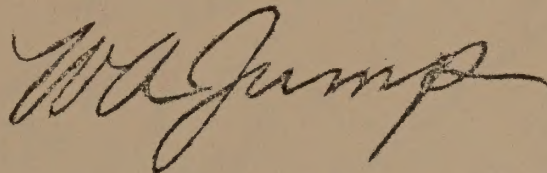
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✓
October 31, 1921.

CIRCULAR No. 84.

Department Representatives on Federal Specifications Board.

The Secretary has designated Mr. S. A. Postle, of the Bureau of Chemistry as the Department representative on the Federal Specifications Board, established by Circular No. 42 of the Bureau of the Budget, with Mr. F. E. Meloy, of the Bureau of Plant Industry, and Mr. T. Warren Allen, of the Bureau of Public Roads, as associates. These representatives will cooperate with the Director of Purchase and Sales for the Department and the members of the various bureaus and offices in carrying out the plans of the Bureau of the Budget with respect to the matter of specifications.



Administrative Assistant.

W. D. Neale

Numbered Circular

Dept Representative of F - S - Bd.

designated

The Secretary has appointed Mr. S. A. Postle, of the Bureau of Chemistry as the Department representative on the Federal Specifications Board, with Mr. F. E. Meloy, of the Bureau of Plant Industry, and Mr. T. Warren Allen, of the Bureau of Public Roads, as associate members. *These representatives* It is the desire of the Secretary that the bureaus keep in close touch with the Department representative also with the Director of Purchase and Sales for the Department.

Established by Circular #42 of the Bu of the Budget,

will cooperate closely with the Director of Sales and Purchases for the Dept and the Secretary requests that various members of the various bureaus & offices in carrying out the plans of the Bureau of the Budget with respect to matters of the specifications.

Right Representative F. A. Hall

The Secretary has appointed W. C. A. Hall, of the Bureau of Chemistry as the Department representative on the Federal Relations Board, with Mr. T. M. Bailey, of the Bureau of Indian Affairs, and Mr. T. Warren Allen, of the Bureau of Public Roads, as associate members. It is the desire of the Secretary that the persons keep in close touch with the Executive Representative also with the Director of Commerce and Labor and the Department.

*W. C. Bailey,
Director of the
Bureau of Indian Affairs*

*W. C. Bailey,
Director of the
Bureau of Indian Affairs
The Secretary has appointed
W. C. Bailey, of the Bureau of
Indian Affairs, and Mr. T. Warren
Allen, of the Bureau of Public
Roads, as associate members.
It is the desire of the Secretary
that the persons keep in close
touch with the Executive
Representative also with the
Director of Commerce and Labor
and the Department.*

FILE
P. L. GLADMON.

DEPARTMENT OF AGRICULTURE
WASHINGTON

October 31, 1921.

CIRCULAR NO. 85

Designating Representatives of the Department for Motor Transport.

Chiefs of Bureaus, Divisions and Offices:

Pursuant to Circular No. 35, Bureau of the Budget, dated September 23, 1921, dealing with motor transportation throughout the United States, the following employees have been designated by the Secretary as representatives of the Department to handle motor transport matters and to cooperate with the Area Coordinator, General Supply, in their respective areas:

- Corps Area No. 1 - A. F. Burgess, Bureau of Entomology, Melrose Highlands, Mass.
- Corps Area No. 2 - A. Dexter Gail, Jr., Bureau of Markets and Crop Estimates, 204 Franklin Street, New York City, N. Y.
- Corps Area No. 3 - Thomas H. MacDonald, Chief, Bureau of Public Roads, Department of Agriculture, Washington, D. C.
- Corps Area No. 4 - A. E. Loder, District Engineer, Bureau of Public Roads, Montgomery, Alabama.
- Corps Area No. 5 - J. T. Voshell, District Engineer, Bureau of Public Roads, Post Office Building, South Chicago, Illinois.

DEPARTMENT OF AGRICULTURE
WASHINGTON

October 31, 1921.



CIRCULAR NO. 23

Designating Representatives of the Department for Motor Transport.

Chief of Bureau, Division and Offices:

Pursuant to Circular No. 25, Bureau of the Budget, dated September 28, 1921, dealing with motor transportation throughout the United States, the following employees have been designated by the Secretary as representatives of the Department to handle motor transport matters and to cooperate with the Area Coordinator, General Supply, in their respective areas:

- Corps Area No. 1 - A. V. Burgess, Bureau of Entomology,
Melrose Highlands, Mass.
- Corps Area No. 2 - A. Dexter Bell, Jr., Bureau of Markets
and Crop Marketing, 204 Franklin Street,
New York City, N. Y.
- 3 - Thomas H. Macdonald, Chief, Bureau of
Public Roads, Department of Agriculture,
Washington, D. C.
- 4 - A. E. Lober, District Engineer, Bureau
of Public Roads, Montgomery, Alabama.
- 5 - Y. V. Yackell, District Engineer, Bureau
of Public Roads, Post Office Building,
Chicago, Illinois.



Corps Area No. 6 - J. T. Voshell, District Engineer,
Bureau of Public Roads, Post Office
Building, South Chicago, Illinois.

Corps Area No. 7 - J. C. Wonders, District Engineer,
Bureau of Public Roads, Douglas
County Court House, Omaha, Nebraska.

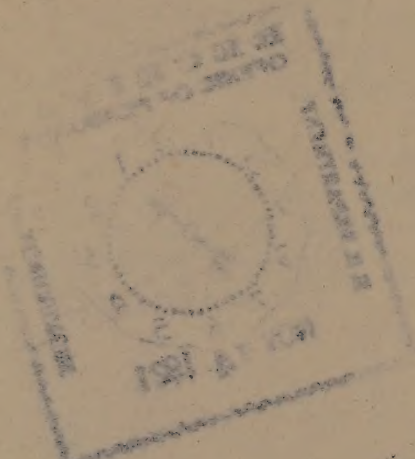
Corps Area No. 8 - J. D. Fauntleroy, District Engineer,
Bureau of Public Roads, Wheat Building,
Fort Worth, Texas.

Corps Area No. 9 - L. I. Hewes, Deputy Chief Engineer,
Bureau of Public Roads, 886 Mills Build-
ing, San Francisco, California.

The Secretary directs that

Employees of the Department of Agriculture are
~~instructed to~~ cooperate with these representatives and to
give them all assistance possible.

W. A. G. [Signature]
Administrative Assistant.



Corps Area No. 6 - J. T. Voshell, District Engineer,
Bureau of Public Roads, Post Office
Building, South Chicago, Illinois.

Corps Area No. 7 - J. C. Wonders, District Engineer,
Bureau of Public Roads, Douglas
County Court House, Omaha, Nebraska.

Corps Area No. 8 - J. D. Fountieroy, District Engineer,
Bureau of Public Roads, Wheat Building,
Fort Worth, Texas.

Corps Area No. 9 - L. I. Howe, Deputy Chief Engineer,
Bureau of Public Roads, 886 Mills Build-
ing, San Francisco, California.

Employees of the Department of Agriculture are

instructed to cooperate with these representatives and to

give them all assistance possible.

Administrative Assistant.





DEPARTMENT OF AGRICULTURE
WASHINGTON

November 5, 1921.

CIRCULAR NO. 86.

FILE
P. L. GLADMON.

Department Representative on Federal Traffic Board.

As provided by Circular No. 41, of the Bureau of the Budget, Mr. E. E. Forbes, of the Office of Inspection, has been designated by the Secretary to be the representative of the Department of Agriculture on the Federal Traffic Board.

W. A. Jones
Administrative Assistant.

DEPARTMENT OF AGRICULTURE
WASHINGTON

November 8, 1921

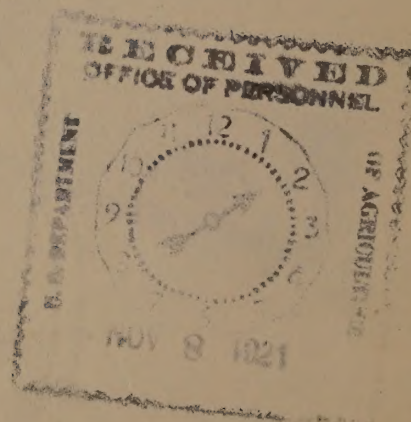


Circular No. 22

Report and Representative on Federal Traffic Board

As provided by Circular No. 41, of the Bureau of the
Federal, Mr. E. H. Forbes, of the Office of Inspection, has
been designated by the Secretary to be the representative of
the Department of Agriculture on the Federal Traffic Board.

[Signature]
Administrative Assistant



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

November 14, 1921.

87
CIRCULAR NO. 86

Cooperation with the Civil Service Commission in
requesting certification of eligibles.

FILE
P. L. GLADMON.

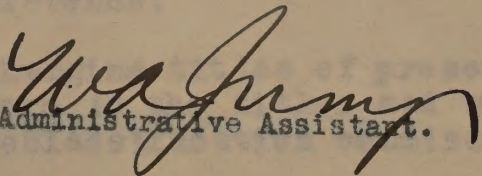
In cooperation with the Civil Service Commission the Department is undertaking to establish some measures to simplify the procedure involved in effecting certifications and appointments in the classified civil service.

These efforts are directed toward the establishment of standard job titles, wherever possible, and uniform basic descriptions of the duties and qualifications required in those jobs in the Department.

The result will be that in requesting certifications the bureaus will use a common language with the Civil Service Commission - one which employs standard names of positions and uniform descriptions of the duties, responsibilities and requirements of those positions. The Commission feels that this will minimize misunderstandings and speed certification.

Mr. Delos Walker, a member of a Philadelphia firm of engineers and consultants in industrial personnel, has been appointed for a temporary period as Special Assistant in Personnel, and is at present at work along this line with Mr. P. L. Gladmon, Chief Personnel Officer of this Department.

As cooperation will be required from the bureaus of the Department to make these improvements effective, the Secretary requests that chiefs of bureaus and others lend their aid to this work, by giving Mr. Walker and Mr. Gladmon such assistance and cooperation as may be necessary.


Administrative Assistant.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

November 16, 1921

CIRCULAR NO. 88

Cooperation with the Civil Service Commission in
requesting certification of eligibles.

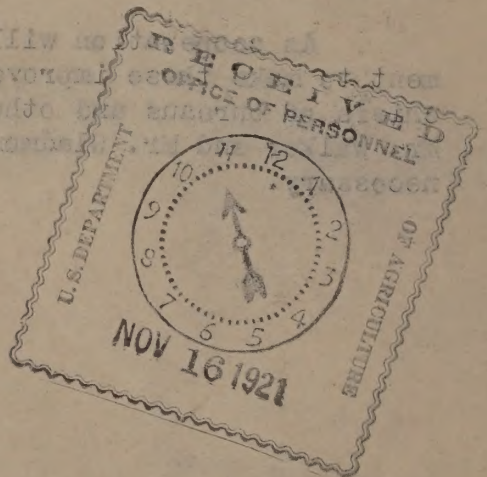
In cooperation with the Civil Service Commission the Department
is undertaking to establish some measures to simplify the procedure
involved in effecting certification and appointments in the classi-
fied civil service.

These efforts are directed toward the establishment of
standard job titles, wherever possible, and uniform basic descriptions
of the duties and qualifications required in those jobs in the Depart-
ment.

The result will be that in requesting certification the De-
partment will use a common language with the Civil Service Commission -
one which employs standard names of positions and various descriptions
of the duties, responsibilities and requirements of these positions.
The Commission feels that this will minimize misunderstanding and
speed certification.

Mr. Carlos Walker, a member of a Washingtonian firm of engineers
and consultants in industrial personnel, has been designated for a two-
month period as Special Assistant in Personnel, and is at present at
work along this line with Mr. E. H. Wilson, Chief Personnel Officer
of this Department.

As cooperation will be required from the Bureau of the Department
in making improvements effective, the Secretary requests that
personnel and others lend their aid to this work, by giving
such assistance and cooperation as may be



[Handwritten signature]
Special Assistant

May 27, 1922.

MEMORANDUM for the Chief Personnel Officer of the Department
of Agriculture.

During the late fall of 1921 the Secretary of Agriculture, in response to a letter from the Civil Service Commission, agreed to cooperate with the Commission in undertaking some measures to establish and simplify the procedure involved in effecting certifications and appointments in the classified civil service. These efforts were directed toward the establishment of standard job titles, wherever possible, and uniform basic descriptions of the duties and qualifications required in those jobs in the Agriculture Department.

Considerable progress has been made, namely, in the standardizing of titles and the establishment of uniform basic descriptions as examinations are announced or reannounced. In some cases new titles and basic descriptions of duties and qualifications have been established in promotion, reinstatement and transfer cases.

The result of this work so far has been a steady improvement, in the common job language, which has been of considerable gratification to the Civil Service Commission, and has afforded an opportunity for the expansion of the same movement to other bureaus and departments. However, some difficulties are being encountered, principally as it concerns changing the titles and basic qualifications in the promotion, reinstatement and transfer cases. The personnel officers of the Department are well familiar with the various difficulties that have arisen in connection with these cases, and it is therefore suggested that in order to expedite the adoption of this method of job classification and to obtain a better understanding of the difficulties that have arisen, a conference be held of all the persons in the several bureaus who are concerned in personnel administration with the purpose in view of arriving at an improved program, if possible.

Specifically, it is believed that the following things should be discussed at this conference:

- (1) Possibility of changing titles of present permanent personnel to conform to the titles and qualifications as set forth in the reclassification commission job schedules.
- (2) Changing of titles and qualification requirements when examinations are reannounced.

May 27, 1922.

MEMORANDUM for the Chief Personnel Officer of the Department of Agriculture.

During the late fall of 1921 the Secretary of Agriculture, in response to a letter from the Civil Service Commission, agreed to cooperate with the Commission in undertaking some measures to establish and simplify the procedure involved in effecting certifications and appointments in the classified civil service. These efforts were directed toward the establishment of a standard job titles, wherever possible, and uniform basic descriptions of the duties and qualifications required in those jobs in the Agriculture Department.

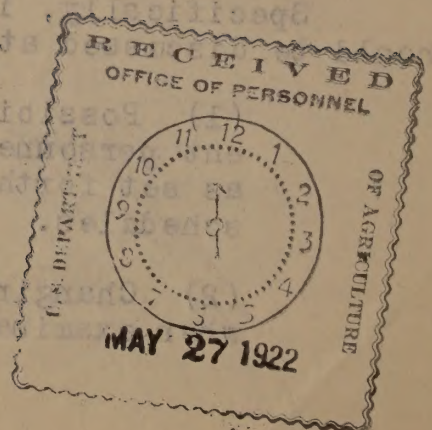
Considerable progress has been made, namely, in the standardizing of titles and the establishment of uniform basic descriptions as examinations are announced or reannounced. In some cases new titles and basic descriptions of duties and qualifications have been established in promotion, reinstatement and transfer cases.

The result of this work so far has been a steady improvement in the common job language, which has been of considerable gratification to the Civil Service Commission, and has afforded an opportunity for the expansion of the same movement to other bureaus and departments. However, some difficulties are being encountered, principally as it concerns changing the titles and basic qualifications in the promotion, reinstatement and transfer cases. The personnel officers of the Department are well familiar with the various difficulties that have arisen in connection with these cases, and it is therefore suggested that in order to expedite the adoption of this method of job classification and to obtain a better understanding of the difficulties that have arisen, a conference be held of all the persons in the several bureaus who are concerned in personnel administration with the purpose in view of arriving at an improved program, if possible.

Special Agent, it is believed that the following findings at this conference:

Possibility of changing titles of present permanent personnel to conform to the titles and qualifications in the reclassification commission job

of titles and qualification requirements are reannounced.



(3) Changing of titles in promotion, reinstatement and transfer cases.

(4) More extensive use of new titles in making requests for certification of eligibles.

Representatives of the Commission will be glad to cooperate in every way possible at this meeting.

H. A. Tiler

Chief Examiner.

DW-E

Considerable progress has been made, mainly, in the standardization of titles and the elimination of the term "senior" in descriptions of positions and positions of responsibility. It was noted that titles and descriptions of positions and qualifications have been standardized in promotion, reinstatement and transfer cases.

The result of this work so far has been a steady improvement in the clarity and language, which has been of considerable assistance to the Civil Service Commission, and has afforded an opportunity for the adoption of the new material to other Federal and Departmental agencies. Some difficulties are being encountered particularly in the matter of changing the titles and descriptions of positions in the positions, reinstatement and transfer cases.

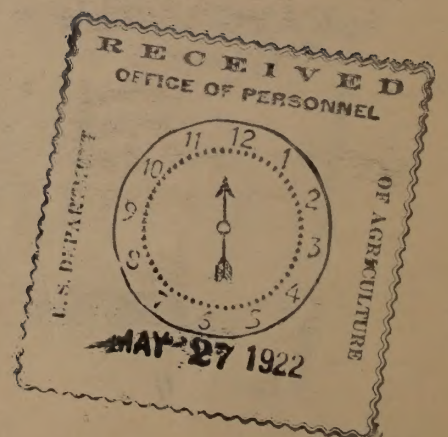
In this connection the Civil Service Commission requests the permanent members of the Joint Committee on the Civil Service to continue their efforts to bring about a more uniform system of titles and descriptions of positions in the Federal Government.

The suggestions of the Civil Service Commission are as follows:

(1) Standardization of titles and descriptions of positions and positions of responsibility in the Federal Government.

(2) Standardization of titles and descriptions of positions and positions of responsibility in the Federal Government.

(3) Change of title in position, responsibility and
duties.
(4) More extensive use of new titles in making reports
for certification of officials.
The Department of the Interior will be glad to cooperate
in every way possible in this matter.



June 2, 1922.

MEMORANDUM FOR PROFESSOR MARVIN.

Dear Professor Marvin:

During the late fall of 1921 the Secretary, in response to a letter from the Civil Service Commission, agreed to cooperate with the Commission in undertaking some measures to establish and simplify the procedure involved in effecting certifications and appointments in the classified civil service. These efforts were directed toward the establishment of standard job titles, wherever possible, and uniform basic descriptions of the duties and qualifications required in those jobs in the Agriculture Department.

Considerable progress has been made, namely, in the standardizing of titles and the establishment of uniform basic descriptions as examinations are announced or reannounced. In some cases new titles and basic descriptions of duties and qualifications have been established in promotion, reinstatement and transfer cases.

The result of this work so far has been a steady improvement, in the common job language, which has been of considerable gratification to the Civil Service Commission, and has afforded an opportunity for the expansion of the same movement to other bureaus and departments. However, some difficulties are being encountered, principally as it concerns changing the titles and basic qualifications in the promotion, reinstatement and transfer cases.

In this connection the Chief Personnel Officer requested the personnel officers of the various bureaus to meet in conference with the purpose in view of arriving at an improved program if possible. This meeting was held June 1.

At the suggestion of the Civil Service Commission the following points were discussed at this conference:

(1) Possibility of changing titles of present permanent personnel to conform to the titles and qualifications as set forth in the reclassification commission job schedules.

(2) Changing of titles and qualification requirements when examinations are reannounced.

June 2, 1932.

MEMORANDUM FOR PROFESSOR MARVIN.

Dear Professor Marvin:

During the late fall of 1931 the Secretary, in response to a letter from the Civil Service Commission, agreed to cooperate with the Commission in undertaking some measures to establish and simplify the procedure involved in effecting certifications and appointments in the classified civil service. These efforts were directed toward the establishment of standard job titles, wherever possible, and uniform basic descriptions of the duties and qualifications required in those jobs in the Agriculture Department.

Considerable progress has been made, namely, in the standardizing of titles and the establishment of uniform basic descriptions as examinations are announced or recommended. In some cases new titles and basic descriptions of duties and qualifications have been established in promotion, reinstatement and transfer cases.

The result of this work so far has been a steady improvement in the common job language, which has been of considerable gratification to the Civil Service Commission, and has afforded an opportunity for the expansion of the same movement to other bureaus and departments. However, some difficulties are being encountered, principally as it concerns changing the titles and basic qualifications in the promotion, reinstatement and transfer cases.

In this connection the Chief Personnel Officer requested the personnel officers of the various bureaus to meet in conference with the purpose in view of arriving at an improved program if possible. This meeting was held June 1.

At the suggestion of the Civil Service Commission the following points were discussed at this conference:

- (1) Possibility of changing titles of present permanent personnel to conform to the titles and qualifications as set forth in the reclassification commission job schedules.
- (2) Changing of titles and qualification requirements when examinations are recommended.

(3) Changing of titles in promotion, reinstatement and transfer cases.

(4) More extensive use of new titles in making requests for certification of eligibles.

Will you please let the Secretary have a memorandum giving your views on this subject.

Very truly yours,

Administrative Assistant.

Dr. L. S. Gray, Agricultural Experiment Station, Office of Plant Management and Plant Breeding, California.
Prof. C. V. Piper, Agriculturalist in Charge, Vegetable-Crop Investigations, Bureau of Plant Industry.
Mr. W. L. Hootes, Assistant Biologist, Bureau of Biological Survey.
Prof. C. V. Barker, Scientist in Charge, Soil Survey Investigations, Bureau of Soils.
Mr. E. A. Barker, Assistant Forester, Forest Service.
Mr. E. W. McVey, Chief, Division of Agricultural Engineering, Bureau of Public Roads.

(3) Changing of titles in promotion, reassignment and transfer cases.

(4) More extensive use of new titles in making requests for certification of eligibles.

Will you please let the Secretary have a memorandum giving your views on this subject.

Very truly yours,

Administrative Assistant

F

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

November 15, 1921.

Circular No. 88.

Committee on Land Utilization.

FILE
P. L. GLADMON.

The Secretary has appointed Mr. W. L. McAtee, Assistant Biologist, Bureau of Biological Survey, as a member of the Departmental Committee on Land Utilization. Circulars Nos. 81 and 82 of this office, dated September 27 and October 3, 1921, respectively, are hereby amended accordingly. The personnel of the committee is as follows:

Dr. L. G. Gray, Agricultural Economist, Office of Farm Management and Farm Economics, Chairman.
Prof. C. V. Piper, Agrostologist in Charge Forage-Crop Investigations, Bureau of Plant Industry.
Mr. W. L. McAtee, Assistant Biologist, Bureau of Biological Survey.
Prof. C. F. Marbut, Scientist in Charge Soil Survey Investigations, Bureau of Soils.
Mr. E. E. Carter, Assistant Forester, Forest Service.
Mr. S. H. McCrory, Chief, Division of Agricultural Engineering, Bureau of Public Roads.

W. J. [Signature]
Administrative Assistant.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

November 15, 1921

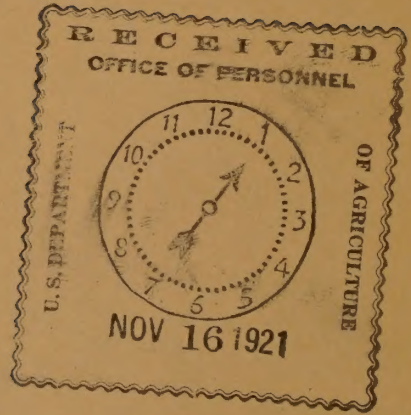
Circular No. 88

Transfer of Jack H. Henshaw

The Secretary has approved the transfer of Jack Henshaw, Assistant Biologist, from the Bureau of Biological Survey to the Department of Agriculture, Office of the Secretary, and as of this date, dated September 17 and October 1, 1921, respectively, and hereby announced accordingly. The personnel of the Service is as follows:

Dr. L. E. Green, Assistant Biologist, Office of the Secretary.
Mr. J. H. Henshaw, Assistant Biologist, Office of the Secretary.
Prof. E. V. Ricker, Assistant Biologist, Bureau of Biological Survey.
Mr. W. A. Mearns, Assistant Biologist, Bureau of Biological Survey.
Mr. E. V. Mearns, Assistant Biologist, Bureau of Biological Survey.
Mr. E. V. Mearns, Assistant Biologist, Bureau of Biological Survey.
Mr. E. V. Mearns, Assistant Biologist, Bureau of Biological Survey.
Mr. E. V. Mearns, Assistant Biologist, Bureau of Biological Survey.

[Handwritten signature]



L

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 7, 1921.

CIRCULAR NO. 89

Paid advertising in periodicals or newspapers
not to be used in connection with filling
Civil Service positions.

FILE
P. L. GLADMON.

The attention of the bureaus, divisions, and offices is invited to the following self-explanatory letter from the Civil Service Commission, dated November 21, 1921:

"The Commission has noticed that occasionally some of the departments and independent offices insert paid advertising in periodicals or newspapers in connection with examinations announced by the Commission, presumably in cases where there has been difficulty in securing eligibles.

"The Commission wishes to point out to the departments and independent offices that paid advertising on this small scale, while it undoubtedly may be of benefit in the individual cases in which it is applied, ultimately proves to be a hindrance to the work of recruiting the civil service as a whole. By means of careful and discriminating distribution of announcements, the Commission receives from newspapers and periodical publications a great deal of free publicity for examinations, the editors regarding examination announcements as possessing news value and, therefore, publishing the notices as news items. When an editor of a newspaper or periodical publication sees a paid advertisement of a civil service examination in a competing publication, the first thought which naturally occurs to him is why his own publication, which inserts examination notices as news items, is not receiving a share of the paid advertising. The result then is a diminution or a complete discontinuance of the news notices which the Commission had been given.

"The Commission has developed a thorough system for bringing examination announcements to the attention of qualified persons. The use of newspapers and magazines, while unquestionably the most valuable agencies for advertising of the kind, are only a part of the plan. Therefore, in cases where paid advertisements have heretofore been inserted, the Commission requests that instead a letter be addressed to the Commission setting forth the difficulties which have been experienced in filling certain po-

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 7, 1921

CIRCULAR NO. 82

Paid advertising in periodicals or newspapers
not to be used in connection with filling
Civil Service positions.

The attention of the Bureau, Divisions, and offices is invited
to the following self-explanatory letter from the Civil Service Commis-
sion, dated November 21, 1921:

"The Commission has noticed that occasionally some of the
agencies and independent offices insert paid advertising in
periodicals or newspapers in connection with examination announce-
ments by the Commission, presumably in cases where there has been
difficulty in securing eligibles.

"The Commission wishes to point out to the agencies and
independent offices that paid advertising on this small scale,
while it undoubtedly may be of benefit to the individual cases
in which it is applied, ultimately proves to be a hindrance to
the work of recruiting the civil service as a whole. By means
of careful and discriminating distribution of announcements, the
Commission receives from newspapers and periodical publications
a great deal of free publicity for examinations, the editors re-
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therefore, publishing the notices as news items. When an editor
of a newspaper or periodical publication sees a paid advertise-
ment of a civil service examination in a competing publication,
the first thought which naturally occurs to him is why his own
publication, which inserts examination notices as news items, is
not receiving a share of the paid advertising. The result then
is a situation of a complete discomfiture of the news notices
Commission had been given.

"The Commission has developed a thorough system for bringing
announcements to the attention of qualified persons.
Newspapers and magazines, while unquestionably the
best agencies for advertising of the kind, are only a
minor factor. Therefore, in cases where paid advertisements
have been inserted, the Commission requests that they
be addressed to the Commission setting forth the
reasons which have been experienced in filling certain po-



sitions. In such a case the Commission will make an extra effort to obtain applicants by employing every advertising method at its disposal. The Commission will also endeavor to anticipate such a request from a department or an independent office by keeping watch upon the calls for certification and failure to provide eligibles promptly.

"Of course, the Commission recognizes the fact that departments and offices which have inserted paid advertising have done so with the idea of assisting the Commission in its work, but, as stated, it is believed that the reaction from such a course in its total effect is not what is sought.

"The Commission would be glad to receive from any department or independent office, at any time, suggestions as to the betterment of publicity methods now employed."

In accordance with the above letter, the Secretary directs that all officers and employees of the Department refrain from inserting, either at government or personal expense, any paid advertising of civil service examinations in publications of any character.

W. A. Gump
Administrative Assistant.



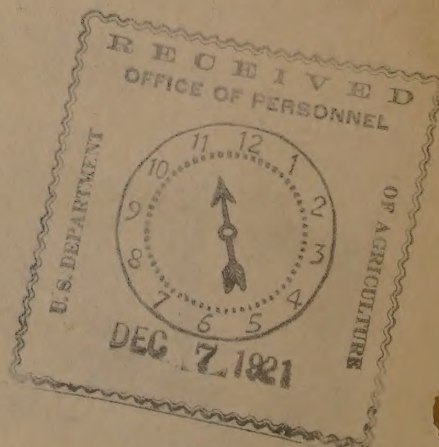
ations. In such a case the Commission will make an extra effort to obtain applicants by employing every advertising method at its disposal. The Commission will also endeavor to anticipate such a request from a department or an independent office by keeping watch upon the calls for certification and failure to provide eligibles promptly.

"Of course, the Commission recognizes the fact that departments and offices which have inserted paid advertising have done so with the idea of assisting the Commission in its work, but, as stated, it is believed that the reaction from such a course in its total effect is not what is sought.

"The Commission would be glad to receive from any department or independent office, at any time, suggestions as to the betterment of publicity methods now employed."

In accordance with the above letter, the Secretary directs that all officers and employees of the Department refrain from inserting, either at Government or personal expense, any paid advertising of civil service examinations in publications of any character.

[Signature]
Administrative Assistant.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 12, 1921.

CIRCULAR NO. 90

Departmental Board on Government Contracts.

In compliance with the requirements of Circular No. 47 of the Bureau of the Budget, dated November 22, 1921, relative to Government contracts, the Secretary has appointed the following board:

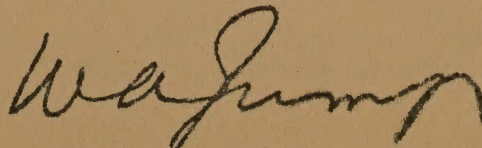
Josiah L. Carr, Office of the Solicitor.

L. E. Boykin, Bureau of Public Roads.

Paul D. Kelleter, Forest Service.

Mr. Carr has been selected as chairman of the board, and will represent the department on the Interdepartmental Board of Contracts and Adjustments.

The functions of the department board shall be to recommend policies to control in the standardization of contracts within the department. The functions of the Interdepartmental Board are fully set forth in Circular No. 47.



Administrative Assistant.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 12, 1921.

CIRCULAR NO. 90

Departmental Board on Government Contracts.

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★ OCT 16 1936
Please return to
The Room

In compliance with the requirements of Circular No. 47 of the Bureau of the Budget, dated November 22, 1921, relative to Government contracts, the Secretary has appointed the following board:

Josiah L. Carr, Office of the Solicitor.

L. E. Boykin, Bureau of Public Roads.

Paul D. Kelleter, Forest Service.

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The functions of the department board shall be to recommend policies to control in the standardization of contracts within the department. The functions of the Interdepartmental Board are fully set forth in Circular No. 47.

W. J. ...
Administrative Assistant.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October 12, 1925

Circular No. 90

FILED
* OCT 16 1925
U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.

Government Contractors

Departmental Circular

In compliance with the requirements of Circular No. 47 of

the Bureau of the Budget, dated November 23, 1921, relative to

Government contracts, the Secretary has appointed the following

board:

Joseph L. Carr, Office of the Solicitor

L. M. Eakin, Bureau of Public Roads

Paul E. Kellender, Forest Service

Mr. Carr has been selected as chairman of the board, which will

represent the Department on the Interdepartmental Board of Contracts

and Adjustment.

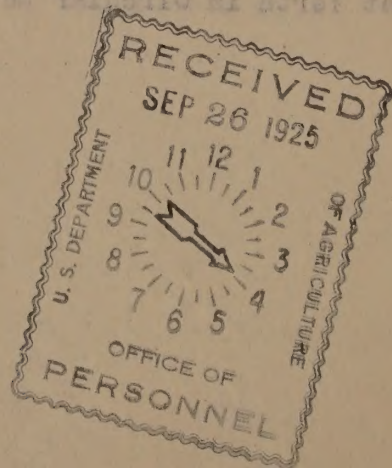
The functions of the department board shall be to recommend

policy to control in the administration of contracts within the

Department. The functions of the Interdepartmental Board are fully

set forth in Circular No. 47.

W. J. [Signature]
Assistant Secretary



F

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

November 26, 1921.

Memorandum No. 357.

Government Motor Transportation Not to be Used
for Private Purposes.

The attention of all officers and employees of the Department is directed to the ^{attention} memorandum from the Chief Coordinator, entitled "Unauthorized Use of Motor Transportation," dated November 22, which is ~~attached~~. If there is any use of Government motor transportation in this Department for private purposes it ^{must} ~~should~~ be discontinued immediately.

Henry Wallace
Secretary.

Revised

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

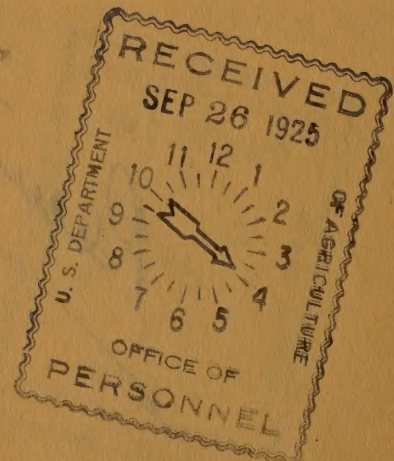
November 26, 1925

Memorandum No. 107

Department Motor Transportation Not to be Used
for Private Purposes

The attention of all officers and employees of the Department is directed to the memorandum from the Chief Coordinator entitled "Department Use of Motor Transportation" dated November 25, 1925, which is attached. It shows in any case of Department motor transportation in this Department for private purposes it results in disbursement immediately.

Secretary



DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

6
358
December , 1921.

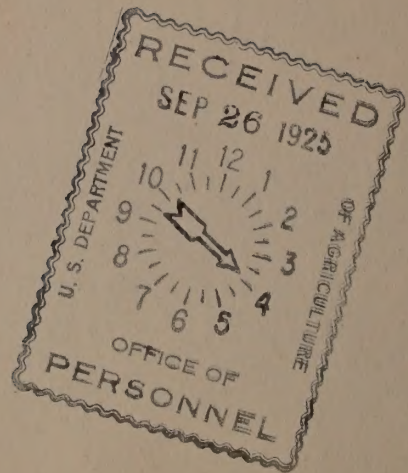
MEMORANDUM No. 358

~~Extension Work By The Department In The States.~~

Under our co-operative agreement with State Land Grant Colleges
it is ~~especially important~~ ^{necessary} that all plans for extension work by the
Department should be taken up with Extension Directors in the States
through the Department's regular extension agency, the States Relations
Service. Since I have charged the Assistant Secretary with supervision
of this line of work, I request that no Department employee undertake
extension work in any State until the plan for such work has been ap-
proved by his Bureau Chief and the Assistant Secretary. Arrangements
for carrying out approved plans will be made with the Extension Directors
through the States Relations Service. Department employees operating
in any State under approved plans for extension work are expected to
consult with the Extension Director in that State before undertaking
work there.

Harry D. Wallace

Secretary.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

F

✓
November 19, 1921.

Memorandum No. 356.

Coordination of Purchases and Sales.

The Secretary has designated the Chief Clerk, Mr. Reese, to act, until further order, as Director of Purchases and Sales for the Department. Pursuant to the procedure established by Circular 15 and subsequent circulars of the Bureau of the Budget, he will coordinate the purchase and sales work of the Department and be in direct liaison with the Chief Coordinator for General Supply. The Secretary requests that all officers and employees of the Department cooperate in this work.

Mr. J. M. Locknane has been relieved of his former duties in the Chief Clerk's office and designated as Executive Assistant to Mr. Reese for duty especially in connection with the purchasing and sales work. In this capacity Mr. Locknane will advise with and assist bureau administrative and purchasing officers in interpreting and carrying out the policies and regulations of the Bureau of the Budget.

The Secretary desires the purchasing work to be maintained on a thoroughly businesslike basis and to effect economy wherever practicable. Full consideration will be given at all times, however, to special needs which exist in connection with the scientific work of the Department, and the services of the purchasing officers of the various bureaus who are thoroughly familiar with these needs will be drawn upon to assist and advise in connection with the general purchasing work. Suggestions will be welcomed at all times.

Matters pertaining to the purchasing or sales work should be taken up directly with Mr. Locknane, who is now located on the second floor, east end of the Administration Building, Telephone: Branch 175.

W. A. Jones
Administrative Assistant.



DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

December 27, 1921.

CIRCULAR NO. 91.

Uniformity in Proclamations and Executive Orders.

FILE
P. L. GLADMON.

The attention of the various bureaus and offices is invited to the following letter from the Secretary of State, dated December 7, 1921, relating to the form of proclamations and executive orders:

"The executive order of November 8, 1921, prescribing the manner of dating proclamations, commissions and similar executive documents provides in the closing paragraph as follows:

'The Secretary of State will bring this order to the attention of the several departments in Washington and may also supplement it with suggestions for general uniformity in proclamations and executive orders.'

"The executive order has already been brought to your attention.

"The following suggestions are made with the object of obtaining general uniformity in proclamations and executive orders.

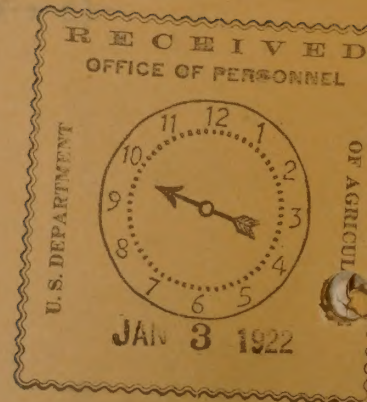
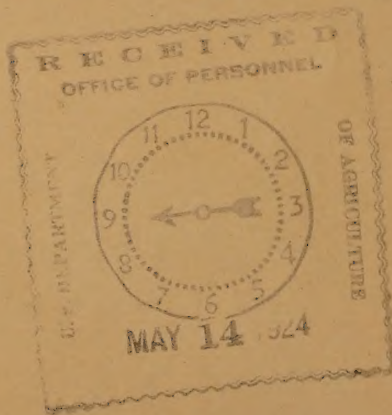
"For both proclamations and executive orders:

"1. They should be in clear typewriting without erasures or interlineations and without pen or pencil correction.

"2. They should be written on paper foolscap size.
~~(8 x 12 1/2 inches, 24 pounds per ream).~~

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

RECEIVED



"As to proclamations:

1. They should begin in the following form:

By the President of the United States of America.

A PROCLAMATION.

And should close in the following form:

"IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the United States to be affixed.

DONE at the City of Washington

this ~~day of the month written~~

~~out~~ day of _____ in the

year of our Lord one

thousand nine hundred

and twenty, , and

of the Independence of

the United States of

America the one hundred

and forty .

(Space for President's signature)

By the President:

(Space for signature)

Secretary of State.

"A space four and one quarter inches in diameter should be left vacant on the left hand side for the seal.

"As to specifications:

1. They should begin in the following form:

By the President of the United States of America,

A PROCLAMATION,

And should close in the following form:

"IN WITNESS WHEREOF, I have hereunto set my hand and

caused the seal of the United States to be affixed,

Given at the City of Washington

this _____ day of _____, 19____

(Space for President's Signature)

By the President:

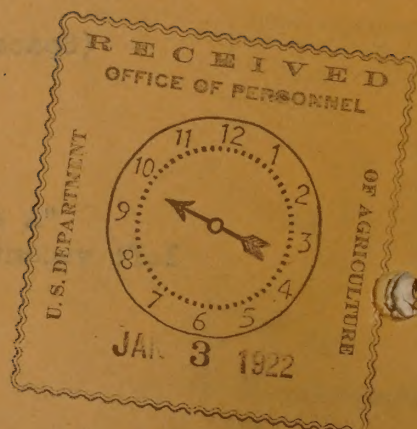
(Space for Signature)

Secretary of Agriculture

(Space for Signature)

(Space for Signature)

(Space for Signature)



"2. The recital in a proclamation should be so spaced that the closing paragraph or a part of the closing paragraph shall be on the same page with the formal recital at the end, the object being to avoid the possibility of an insertion after the proclamation has been signed.

"As to executive orders:

"They should begin in the following form:

EXECUTIVE ORDER.

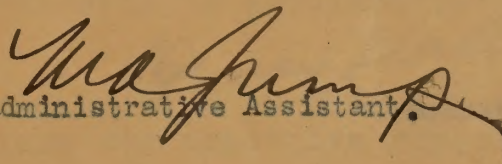
(A descriptive heading is optional)

And should close with the date on the left hand side of the page thus:

The White House,

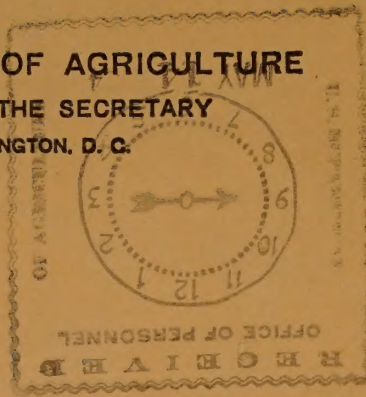
(Date)"

All drafts of proposed executive orders and proclamations originating in this Department should be prepared in the manner described above, the matter to be typewritten in double space. With reference to the date indicated in the last line of letter of the Secretary of State, the month should be written in full, with the day and year in figures.


Administrative Assistant.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 15, 1921.

The Honorable

The Secretary of State.

Sir:

I have the honor to acknowledge receipt of your letter of December 7, 1921, calling attention to the executive order of November 8, 1921, and giving suggestions for general uniformity in proclamations and executive orders.

Appropriate instructions have been issued to all branches of this Department.

Respectfully,

Henry Wallace
Secretary.

Return

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



December 15, 1921

The Honorable

The Secretary of State

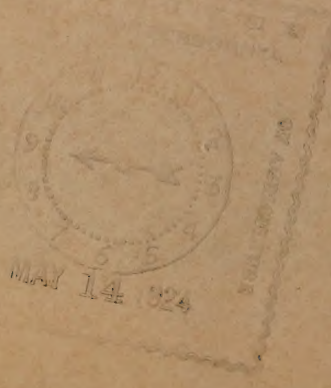
Sir:

I have the honor to acknowledge receipt of your letter of December 7, 1921, calling attention to the executive order of November 8, 1921, and giving suggestions for generally uniformity in proclamations and executive orders. Appropriate instructions have been issued to all

branches of this Department.

Respectfully,

Henry Wallace
Secretary



Henry Wallace



DEPARTMENT OF STATE

WASHINGTON

December 7, 1921

The Honorable

The Secretary of Agriculture.

Sir:

The executive order of November 8, 1921, prescribing the manner of dating proclamations, commissions and similar executive documents provides in the closing paragraph as follows:

"The Secretary of State will bring this order to the attention of the several departments in Washington and may also supplement it with suggestions for general uniformity in proclamations and executive orders."

The executive order has already been brought to your attention.

The following suggestions are made¹⁾ with the object of obtaining general uniformity in proclamations and executive orders.¹⁾

For both proclamations and executive orders:

1. They should be in clear typewriting without erasures or interlineations and without pen or pencil correction.
2. They should be written on paper foolscap size (8 x 12-1/2 inches, 24 pounds per ream).

As

DEPARTMENT OF STATE
WASHINGTON



The Secretary of Agriculture.

Sir:

The executive order of November 8, 1921, pre-

scribed the manner of setting regulations, conditions

and other executive instruments provided in the preceding

paragraph as follows:

"The Secretary of State will bring this
order to the attention of the several depart-
ments in which it is to be applied and will
with the various executive orders."

The executive order was signed and directed to

your attention.

The following regulations and acts with the object

of defining control and authority is published for the

executive orders.

For more information and executive orders

1. It is hereby ordered that the following

executive orders be published for the information of
the public.

2. They should be published

in the following manner:



As to proclamations:

1. They should begin in the following form:

By the President of the United States of America.

A PROCLAMATION.

And should close in the following form:

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the United States to be affixed.

DONE at the City of Washington
this (day of the month written
out) day of _____ in the
year of our Lord one
thousand nine hundred
and twenty , and
of the Independence of
the United States of
America the one hundred
and forty .

(SEAL)

(Space for President's signature)

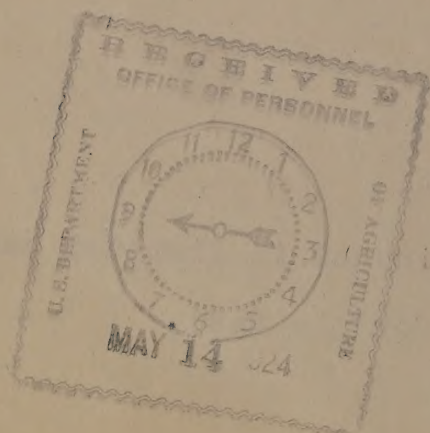
By the President:

(Space for signature)

Secretary of State.

A space four and one quarter inches in diameter should be left vacant on the left hand side for the seal.

The



2. The recital in a proclamation should be so spaced that the closing paragraph or a part of the closing paragraph shall be on the same page with the formal recital at the end, the object being to avoid the possibility of an insertion after the proclamation has been signed.

As to executive orders:

They should begin in the following form:

EXECUTIVE ORDER.

(A descriptive heading is optional)

And should close with the date on the left hand side of the page thus:

The White House,

(Date)

I have the honor to be, Sir,

Your obedient servant,

Charles E. Hughes



DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

December 28, 1921.

CIRCULAR NO. 92

Branch Office Directory.

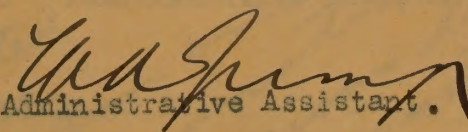
FILE
P. L. GLADMON.

The need arises frequently for a central place where all of the branch offices of the several branches of the Department will be listed in one place. There are times when it is essential to secure this data promptly. At the present time if it is desired to know all of the branches of the Department located in a given city it is necessary to telephone or communicate otherwise with all of the various bureaus of the Department, and even then, complete and up to date information is secured only with the greatest difficulty. In order to meet this need we have arranged for such a directory to be maintained, current at all times, in the Secretary's Office, by Mr. E. H. Bradley. All branches of the Department are invited to make use of it as necessary.

As a basis for the directory it is requested that the following data regarding each branch office and field station of your bureau, as of January 1, be furnished directly to Mr. Bradley by January 15:

1. Location and postoffice address -
city or town and State.
2. Name of officer in charge.
3. Lines of work conducted (broad general activities, stated in fewest words possible, etc.)

In order to be of any value it is essential, of course, that this directory be complete and up to date at all times. This can only be done by each bureau notifying Mr. Bradley promptly of changes in personnel, location and work. For this purpose it is requested that an employee of your bureau be designated and his name and title promptly forwarded to this office to report to the Secretary's Office all changes in personnel, location and work as they occur.


Administrative Assistant.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

January 2, 1922

MEMORANDUM

TO THE SECRETARY

The following is a summary of the work of the Department of Agriculture during the year 1921. The Department has been very busy in carrying out its various duties, and has accomplished many important tasks. The work of the Department has been very successful, and has resulted in many important achievements. The Department has been very busy in carrying out its various duties, and has accomplished many important tasks. The work of the Department has been very successful, and has resulted in many important achievements.

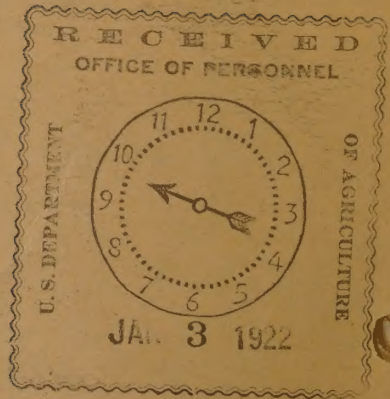
The following is a summary of the work of the Department of Agriculture during the year 1921. The Department has been very busy in carrying out its various duties, and has accomplished many important tasks. The work of the Department has been very successful, and has resulted in many important achievements.

Very respectfully,
[Signature]

Special Agent in Charge

Enclosed for the Secretary (100-100000) are 10 copies of the report of the Special Agent in Charge, dated January 1, 1922.

The following is a summary of the work of the Department of Agriculture during the year 1921. The Department has been very busy in carrying out its various duties, and has accomplished many important tasks. The work of the Department has been very successful, and has resulted in many important achievements.



November 9, 1921.

MEMORANDUM FOR CHIEFS OF BUREAUS.

Requests are frequently received by the ~~Secretary~~ ^{Dept} for information regarding the Department's work in the field. In order to reply promptly to such inquiries, it is believed desirable to maintain at all times in the Secretary's office a complete and up-to-date directory of all the branch offices and field stations of the Department. As a basis for this directory, it is requested that the following data regarding each branch office and field station be furnished:

- (1) Location (city or town and State).
- (2) Official in charge (name and postoffice address).
- (3) Lines of work under way (broad, general activities, stated in the fewest words possible, such as "cereal diseases," "cotton boll weevil," "date culture," etc.; a separate line for each subject or group of related subjects).

In order that this information may be kept up to date, it is suggested that some ^{one} clerk in your bureau be designated, ~~whose duty it shall be to report immediately to this office all changes in personnel, location, and work as they occur.~~ Kindly furnish name of employee selected.

Your constant cooperation in this matter will be greatly appreciated.

Very truly yours,

Administrative Assistant.

The directory will be maintained here in card form, by cities, so that it will be possible to determine at any time all of the Dept offices located at a given place. At present this can only be done by communicating with all of the numerous branches of the Dept and the information is obtainable ~~from~~ only with some difficulty.

November 2, 1941.

MEMORANDUM FOR CHIEF OF BUREAU.

Requests are frequently received by the Bureau for information re-
garding the Department's work in the field. In order to reply promptly to
such inquiries, it is believed desirable to maintain at all times in the
Secretary's office a complete and up-to-date directory of all the branch
offices and field stations of the Department. As a basis for this directory,
it is requested that the following data regarding each branch office and
field station be furnished:

- (1) Location (city or town and State).
 - (2) Official language (name and postal address).
 - (3) Lines of work under way (broad, general activities, stated in the
broadest terms possible, such as "general diseases," "cotton boll
weevil," "dust disease," etc.; a separate line for each subject
or group of related subjects).
- In order that this information may be kept up to date, it is suggested
that some clerk in your Bureau be designated whose duty it shall be to re-
port immediately to this office all changes in personnel, location, and work
as they occur. Kindly furnish name of employee selected.
- Your constant cooperation in this matter will be greatly appreciated.
- Very truly yours,

Handwritten notes:
The information will be in the
Bureau's files and will be
available for use by the
Bureau and the field offices.
The information will be in the
Bureau's files and will be
available for use by the
Bureau and the field offices.
The information will be in the
Bureau's files and will be
available for use by the
Bureau and the field offices.

Oct. 8, 1921.

MEMORANDUM FOR MR. BAIN:

I have been giving some thought to the matter of a directory of Department field stations. Two plans occur to me:

(1) Essentially the plan you have outlined, which contemplates the assembling from the bureaus of the information as of present date, and its issuance in mimeograph form and distribution to the bureaus; this to be revised once a month, and all of the bureaus to be notified of the changes during the month preceding. This would have some advantages, as each bureau would have up-to-date information as to the location of field stations and branch offices in other bureaus and as to the lines of work being conducted at such stations. I imagine, however, that most of the bureaus would be chiefly concerned about their own field stations and would only incidentally need to refer to those of other bureaus; and, as each bureau would be required to keep its own data up to date, it would not be necessary for the central office of the Department to advise them of changes.

(2) A card-index plan to be maintained in the Office of the Secretary. In preparing this card index, the bureaus would, of course, be asked to furnish the original data. Each bureau should then be required to designate some clerk who would be responsible for keeping track of all changes in personnel or otherwise regarding the bureau's field stations and furnish this information once a month to the Secretary's office, and the cards could then be revised accordingly, or new cards substituted for old ones, as the case demanded.

I have in mind a (card 3 by 5 inches, which should show the bureau; location (city or town) of station; official in charge (name and postoffice address); and lines of work. The information should be cross-indexed in three ways, (a) by bureaus; (b) by States; and (c) by subjects. (See samples attached). Such an index would enable anyone to give the whole list of Department field stations by bureaus. It would also be possible to readily pick out all the stations in a given State whenever such information is required; and it would further enable us to quickly compile a list of stations throughout the Department conducting work on a particular crop or subject; cotton, for example, where four or five bureaus are interested.

(Bureau index),

In the case of (a) there should be a separate card for each station. In the case of (b) (State index), there should be separate cards for each station in each bureau. For (c) (Subject index), there should be a separate card for each station in each bureau, and only one subject or group of related subjects should appear on a single card. On Bureau and State indexes, however, all projects under way at a single station of each bureau should be shown under "Lines of work."

It makes little difference whether this job is handled by Mr. Smith, the Chief Clerk, or by our immediate office. I believe we can handle it without any trouble.

E.H.B.

Oct. 3, 1933.

MEMORANDUM FOR MR. SAIT:

I have been giving some thought to the matter of a directory of Department field stations. Two plans occur to me:

(1) Essentially the plan you have outlined, which contemplates the assembling into the Bureau of the information as of present date, and its issuance in mimeograph form and distribution to the Bureau; this to be revised once a month, and all of the Bureau to be notified of the changes during the month preceding. This would have some advantages, as each Bureau would have up-to-date information as to the location of field stations and branch offices in other Bureaus and as to the line of work being conducted at such stations. I imagine, however, that most of the Bureau would be chiefly concerned about their own field stations and would only incidentally need to refer to those of other Bureaus, and, as each Bureau would be required to keep its own data up to date, it would not be necessary for the central office of the Department to advise them of changes.

(2) A card-index plan to be maintained in the Office of the Secretary. In preparing this card index, the Bureau would, of course, be asked to furnish the original data. Each Bureau should then be required to designate some clerk who would be responsible for keeping track of all changes in personnel or otherwise regarding the Bureau's field stations and for this information once a month to the Secretary's office, and the cards could then be revised accordingly, or new cards substituted for old ones, as the case demanded.

I have in mind a card 3 by 5 inches, which should show the Bureau, location (city or town) of station, official in charge (name and position), and lines of work. The information should be cross-indexed in three ways, (a) by Bureau; (b) by State; and (c) by subject. (See examples attached). Such an index would enable anyone to give the whole list of Department field stations by Bureau. It would also be possible to readily pick out all the stations in a given State whenever each line of information is required, and it would further enable us to easily compile a list of stations throughout the Department conducting work on a particular crop or subject, cotton, for example, where four or five Bureaus are interested.

(Bureau Index). In the case of (a), there should be a separate card for each station. In the case of (b) (State index), there should be separate cards for each station in each Bureau, and only one subject or group of related subjects should appear on a single card. On Bureau and State indexes, however, all projects under way at a single station of each Bureau should be shown under "lines of work."

It makes little difference whether this job is handled by Mr. Sait, the Chief Clerk, or by our immediate office. I believe we can handle it without any trouble.

M.H.B.

F

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

September 26, 1921.

MR. BRADLEY:

I think such a directory should be maintained by all means. It would not only be a convenience here, but would be a real help to all the field people. I think Harlan Smith should assemble the information and issue the directory in cooperation with the Chief Clerk's Office. A list of all who receive the directory should be maintained. Once a month after issuance of directory a numbered sheet should be issued containing all changes occurring during the month immediately preceding. This would be rather inexpensive, and we could leave to the offices receiving the directories the detail of how they should keep their copy in correct form - that is, whether by cutting up the correction sheet and pasting in the corrected addresses, or whether new sheets should be written for the changed portions. This is my idea on the thing, but I have no doubt you can suggest improvements. Will you consider and let me know?

H. M. Bain

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

September 22, 1902

MR. BARNETT:

I think much a different result is indicated by all signs. It would not be a disadvantage here, but would be a great help to all the field people. I think the result should be to the satisfaction and leave the situation in connection with the United States Office. A list of all the cases and persons should be furnished. There is a great deal of information of the situation and about this is found containing all the cases and persons in the North immediately preceding. This would be a great advantage and would leave to the office a list of the cases and persons of whom they would have their copy in connection with the report of the cases and persons and putting in the corrected statement, or what they should be with us for the changed position. This is up to the point, but I have no doubt you can suggest improvements. Will you suggest and let us know?

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

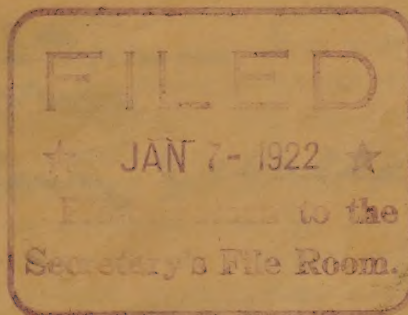
F

September 23, 1921.

Mr. Bain:

It seems to me there should be kept up to date at all times some kind of a complete directory of the branch offices of the Department. Will you and Mr. Bradley be giving some thought to this and indicate how you think such a list should be established and kept up to date and who should do it? In doing this, cooperation should be maintained with Mr. Harlan Smith, as he may be doing the same thing. A couple of years ago there was gotten out a Department directory. I do not know that that is worth while, as it gets out of date so quickly, but if we could keep a record to which we could refer at all times for such information, it might be valuable. What do you think of this?

WAG



DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

September 10, 1901.

Mr. Nelson:

It seems to me there should be kept up to date at all times a list of a complete inventory of the property of the Department. Will you and Mr. Bradley be giving some thought to this and indicate how you think such a list should be established and kept up to date and who should be in charge of it, cooperation should be maintained with Mr. Egan. As the way is being the same thing. A couple of years ago we were kept out of a Department inventory. I do not know what that is worth while, as it kept out of our records, but it would keep a record of which we could refer at all times for such information it might be valuable. What do you think of this?

Handwritten signature

September 21, 1921.

Dear Mr. Hamilton:

I have your letter of September 19, and am sorry to learn that the data for Mr. Harrower did not arrive before his departure Sunday. There was not available anywhere in the Department a list of all those officials with whom we wished him to get in touch, and it took a little time to secure the material from the several bureaus for compilation.

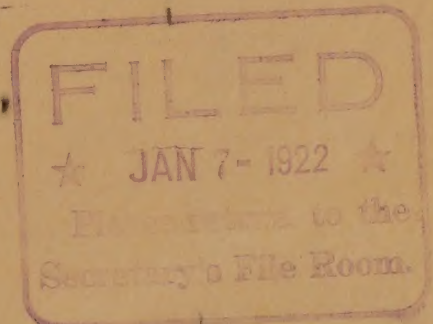
I will be glad to have the results of Mr. Harrower's findings and will also appreciate copies of your forthcoming articles in "Barron's".

With kind regards, I am
Secretary's File Room

(Signed)
Very truly yours,

Henry C. Wallace

Mr. W. P. Hamilton,
Editor, The Wall Street Journal,
44 Broad Street,
New York City, N. Y.



John D. [unclear]

January 11, 1922

Dear Mr. Hamilton:

I have your letter of September 10, and am sorry to learn that the date for Mr. Hamilton's departure before his departure Sunday. There was not available anywhere in the important list of all those officials who were to be sent to get in touch, and it took a little time to secure the material from the several sources for completion.

I will be glad to have the results of Mr. Hamilton's findings and will also appreciate copies of your forthcoming articles in "The Nation".

With kind regards, I am
Secretary's File Room

Very truly yours,

Henry C. Wallace

FILED
JAN 17 1922

Mr. W. F. Hamilton,
Editor, The New York Journal,
40 Broad Street,
New York City, N. Y.

John G.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

F

September 21, 1921.

Mr. Harlan Smith,

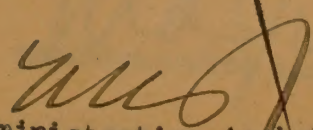
Director of Information.

Dear Mr. Smith:

Please note the attached correspondence with Mr. Harrower, the editor of the Wall Street Journal. He wrote his letter from New York on Tuesday, the 13th, and the reply was back in New York with the information requested Saturday, the 17th, so he really got better service than is ordinarily the case. At the same time, it took us so long to get accurate lists of their field stations, etc., from the bureaus that the information arrived in New York too late for Mr. Harrower to take it with him, and it had to be forwarded. This all brings up again the necessity for maintaining a complete and up to date directory at all times of all of the field stations of the Department. If such a directory showed only the location, the official in charge, and the line of work carried on, and was at all times up to date, it would be of inestimable value. I always feel a great hesitancy in telling any outside concern that there is no directory to which we can turn at any time and make up a list of our field offices in a given State, or some similar list. In other words, we feel reluctant to confess that we do not know as a matter of record just where all of our field stations are and who has charge of them. As I recall it, we compiled a very useful directory of this sort about a year and a half ago and had it mimeographed. That was very valuable, but my recollection is that its usefulness was greatly impaired because of the changes which occurred practically daily in the Department supervisory personnel in the field and also in the location of the Department's stations. Would it not be a good idea for us to designate some person, either in this office or in your office - perhaps it would be more feasible to keep it in this office - to be responsible at all times for keeping a directory in the form of a record, not having it duplicated, but merely having it to refer to whenever we had to get up a special list of any kind. This plan would contemplate a memorandum being issued at the Secretary's direction making it absolutely necessary for the bureaus to advise this office immediately of any changes in the location of their field offices or any changes in the officers in charge of such branches. Will you let me know what your opinion is on this?

Very truly yours,

Enc.


Administrative Assistant.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

December 28, 1921.

CIRCULAR NO. 93.
(Supplementing No. 83).

Use of American Flag Steamers.

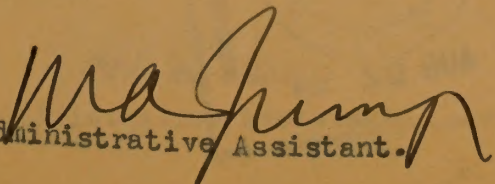
FILE
P. L. GLADWIN.

Reference is made to Department Circular 83 respecting the use of American ships by Government officials going abroad. The Department is just in receipt of some additional information with reference to facilities extended to representatives of the Government in this connection. I quote below from a letter received from the Chairman of the Shipping Board upon this subject. The Secretary directs that this matter be brought to the attention of the various branches of the Department, and that, where^{ever} possible, American ships be used for foreign travel by representatives of this Department. It is exceedingly important that this be done.

"My attention has been called to the fact that some of the foreign steamship lines grant certain privileges and reductions to diplomatic and other Government officers, which may, in a measure, account for American flag steamers not being patronized to the fullest extent.

"For this reason, and in order to extend every possible facility to our Government representatives, we have made arrangements to grant similar or better reductions in fares, etc., and in view of this, feel that it should be readily possible for Government departments to make such arrangements as may be necessary in insure American flag passenger steamers being used in practically every instance, except, of course, in such services where there are no American flag vessels.

"For your information, the Traffic Department of the Emergency Fleet Corporation maintains a passenger division where all detailed information can be obtained as to our passenger services, and it is, therefore, suggested that when convenient, transportation arrangements be made direct with us. It is believed that if this procedure is followed, we can be of even greater assistance in arranging most desirable accommodations, etc. This is particularly true in the case of high officials, for whom we would be pleased to make special arrangements and additional allowances."


Administrative Assistant.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

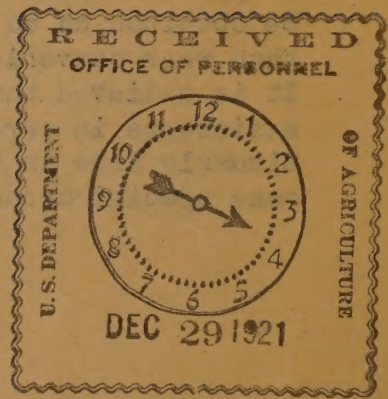
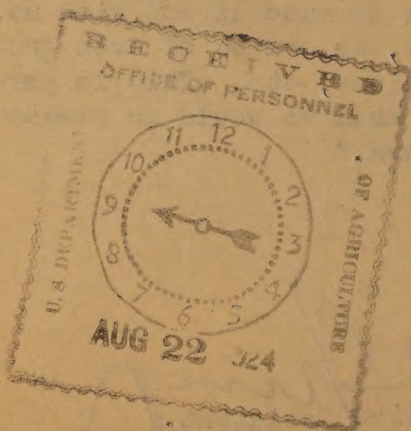
WASHINGTON, D. C.

August 22, 1921
(Receiving stamp)

Letter of transmittal, please forward.

Reference is made to Department Circular No. 100 of 1919, and also to Department Circular No. 100 of 1920. The Department is now in receipt of a large number of applications for positions in the Department of Agriculture, and it is necessary to have a list of the names of the persons who have applied for positions in the Department of Agriculture, and to have a list of the names of the persons who have been appointed to positions in the Department of Agriculture. It is requested that you forward to the Department of Agriculture, a list of the names of the persons who have applied for positions in the Department of Agriculture, and a list of the names of the persons who have been appointed to positions in the Department of Agriculture. It is requested that you forward to the Department of Agriculture, a list of the names of the persons who have applied for positions in the Department of Agriculture, and a list of the names of the persons who have been appointed to positions in the Department of Agriculture.

Very respectfully,
The Secretary of Agriculture
The Department of Agriculture
Washington, D. C.



(COPY)
DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

File Copy

December 28, 1921.

CIRCULAR NO. 93.
(Supplementing No. 83).

Use of American Flag Steamers.

Reference is made to Department Circular 83 respecting the use of American ships by Government officials going abroad. The Department is just in receipt of some additional information with reference to facilities extended to representatives of the Government in this connection. I quote below from a letter received from the Chairman of the Shipping Board upon this subject. The Secretary directs that this matter be brought to the attention of the various branches of the Department, and that, wherever possible, American ships be used for foreign travel by representatives of this Department. It is exceedingly important that this be done.

"My attention has been called to the fact that some of the foreign steamship lines grant certain privileges and reductions to diplomatic and other Government officers, which may, in a measure, account for American flag steamers not being patronized to the fullest extent.

for "For this reason, and in order to extend every possible facility to our Government representatives, we have made arrangements to grant similar or better reductions in fares, etc., and in view of this, feel that it should be readily possible for Government departments to make such arrangements as may be necessary ~~to~~ insure American flag passenger steamers being used in practically every instance, except, of course, in such services where there are no American flag vessels.

"For your information, the Traffic Department of the Emergency Fleet Corporation maintains a passenger division where all detailed information can be obtained as to our passenger services, and it is, therefore, suggested that when convenient, transportation arrangements be made direct with us. It is believed that if this procedure is followed, we can be of even greater assistance in arranging most desirable accommodations, etc. This is particularly true in the case of high officials, for whom we would be pleased to make special arrangements and additional allowances."

W. A. Jump
Administrative Assistant.

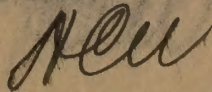
December 27, 1921.

Dear Mr. Lasker:

I have your letter of December 17, and greatly appreciate your courtesy in telling me of the arrangements which have been made to extend even better facilities than heretofore on American vessels to representatives of the Government going abroad. I am sure it is not necessary for me to tell you how fully I am in accord with your idea that wherever possible American ships should be used by Americans. The additional information in your letter will prove helpful to our people contemplating foreign travel, and I have transmitted copies of it to the various bureaus and offices of the Department and reiterated my previous instructions that American vessels must be used by our people here wherever possible.

Sincerely,

Hon. A. D. Lasker,
Chairman, United States
Shipping Board.

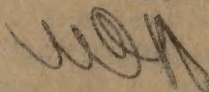


December 27, 1921.

Dear Mr. Lasker:

I have your letter of December 17, and greatly appreciate your courtesy in telling me of the arrangements which have been made to extend even better facilities than heretofore on American vessels to representatives of the Government going abroad. I am sure it is not necessary for me to tell you how fully I am in accord with your idea that wherever possible American ships should be used by Americans. The additional information in your letter will prove helpful to our people contemplating foreign travel, and I have transmitted copies of it to the various bureaus and offices of the Department and reiterated my previous instructions that American vessels must be used by our people here wherever possible.

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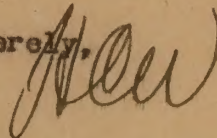
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Chairman, United States
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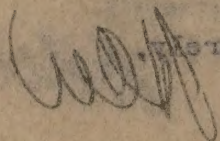


Hon. A. D. Lasker,
Chairman, United States
Shipping Board.

December 27, 1921.

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tell you how fully I am in accord with your idea
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your letter will prove helpful to our people con-
templating foreign travel, and I have transmitted
copies of it to the various bureaus and offices of
the Department and reiterated my previous instructions
that American vessels must be used by our people here
whenever possible.

Sincerely,


W. A. D. Lasker,
Chairman, United States
Shipping Board.



UNITED STATES SHIPPING BOARD
WASHINGTON

December 17, 1921.

The Honorable
The Secretary of Agriculture.

Sir:

Under date of October 20th, I took the liberty of addressing you with respect to Government officers travelling on American flag steamers.

Since that time, my attention has been called to the fact that some of the foreign steamship lines grant certain privileges and reductions to diplomatic and other Government officers, which may, in a measure, account for American flag steamers not being patronized to the fullest extent.

For this reason, and in order to extend every possible facility to our Government representatives, we have made arrangements to grant similar or better reductions in fares, etc., and in view of this, feel that it should be readily possible for Government departments to make such arrangements as may be necessary to insure American flag passenger steamers being used in practically every instance, except, of course, in such services where there are no American flag passenger vessels.

For your information, the Traffic Department of the Emergency Fleet Corporation maintains a passenger division where all detailed information can be obtained as to our passenger services, and it is, therefore, suggested that when convenient, transportation arrangements be made direct with us. It is believed that if this procedure is followed, we can be of even greater assistance in arranging most desirable accommodations, etc. This is particularly true in the case of high officials, for whom we would be pleased to make special arrangements and additional allowances.

Thanking you for your cooperation in this matter, and awaiting your advices relative thereto, I am

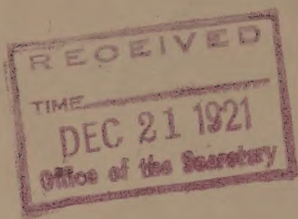
Respectfully,

A. D. Hasker

Chairman.

UNITED STATES SHIPPING BOARD
WASHINGTON

December 17, 1921



The Secretary

Washington, D.C.

Dear Sir:

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Under date of October 10th, I took the liberty of suggesting to you with respect to the proposed revision of the regulations governing the

operation of the Board, and in order to bring every possible facility to the Board in the revision of the regulations, I have suggested that the Board should be authorized to make such changes in the regulations as may be necessary to carry out the purposes of the Board, and I have suggested that the Board should be authorized to make such changes in the regulations as may be necessary to carry out the purposes of the Board.

For your information, the Traffic Department of the Emergency Fleet Corporation has been authorized to make such changes in the regulations as may be necessary to carry out the purposes of the Board, and I have suggested that the Board should be authorized to make such changes in the regulations as may be necessary to carry out the purposes of the Board.

For your information, the Traffic Department of the Emergency Fleet Corporation has been authorized to make such changes in the regulations as may be necessary to carry out the purposes of the Board, and I have suggested that the Board should be authorized to make such changes in the regulations as may be necessary to carry out the purposes of the Board.

Very respectfully,
The Secretary